



# THE FOUNTAINS HIGH SCHOOL

## CLEANER

Fountains High School

GRADE: 01 (Point 02)

ACTUAL SALARY: £6,577 per annum (£10.60 per  
hour)

Contract: 12.5 hours per week  
(15:30 – 18:00, Monday – Friday),  
(Term Time Only + 4 weeks)

Start Date: ASAP

## CANDIDATE INFORMATION PACK



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## What is included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Welcome from The Headteacher
- About the School
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

## Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The Cleaner position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

We are eager to appoint an enthusiastic team player to join our team of cleaners. The successful applicant will be required to work across school under the direction of the Site Officer.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

For further information, please contact Kev Billings on 01283 247580, via email to [kbillings@fountains.staffs.sch.uk](mailto:kbillings@fountains.staffs.sch.uk) or visit our website at [www.esteemmat.co.uk/vacancies](http://www.esteemmat.co.uk/vacancies). Please use the relevant application form on the MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully



Julian Scholefield  
Chief Executive Officer

## About Esteem Multi-Academy Trust

Esteem Multi-Academy Trust currently comprises of twelve academies throughout Derbyshire, Derby City, and east Staffordshire. Formed by a group of like-minded school leaders in August 2018, the MAT is currently responsible for the education and care of approximately 1,200 students and employs around 850 staff. The total revenue budget for the MAT is approximately £23 million and plans are in place to expand further.

Esteem Multi-Academy Trust includes 7 special schools, 4 support centres (PRUs), a Day 6 Provision, and a primary school with enhanced resource provision educating young people with a range of additional needs. We wish to grow further to fulfil our vision to become a centre of excellence for special educational needs and disabilities (SEND). We have a well-defined set of values and a clear vision for the MAT to become a regional hub for expertise in SEND and inclusion. We share a collaborative ethos, believing that our collective efforts will achieve a better outcome than we can as individual schools. Our academies focus on the holistic needs of the young person, due to students' vulnerabilities. So, 'joined-up thinking', between our academies and different agencies, is essential to deliver the right support for our students.

The main aims of Esteem MAT are to:

- Provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world;
- Deliver high standards and value for money from our support services, resources, estate and technology; and
- Invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice.

As a group of academies working together, we can share and deliver better practice. We will be able to commission health, care and therapy services in a fully 'joined-up' way.

## Welcome from the Headteacher



Dear applicant,

Thank you for your interest in the post of Cleaner at Fountains High School. It is with great pride that I welcome you to our schools. There is something very special about Fountains High School and we are incredibly proud of our unique students,

supportive parents, inspirational staff and forward-thinking governors, where we all work together to make our environment a safe, happy and fun place to learn and prepare for adulthood.

We are proud to provide an environment that enables all students to have the knowledge, skills and aptitude that provide the capacity to make informed choices, create opportunities and be responsive to changes. We ensure students develop and increase their self-belief, self-awareness and the ability to build strong lasting relationships. We provide students with the appropriate amount of challenge to support them to be able to interpret, interact and be included in the world. They are always encouraged to seek out opportunities for kindness and happiness for others and themselves. Our students become resilient in the face of adversity, willing to accept the challenge and persist in all endeavours they encounter, fostering, exhibiting and conveying GRIT.

Take some time to have a look around our website or better still, arrange a visit to see us in person.

We welcome applications from candidates who, having read the application pack, feel they have the necessary skills and experience to fulfil this role. The closing date for applications is 29 September 2023 at 23:59.

Interviews will be held during week commencing 02 October 2023. I look forward to meeting you.

Kind regards



**Mr Gareth Allen**  
Executive Headteacher  
Fountains High School and South Derbyshire Support Centre

## About Fountains High School

Fountains High School (FHS) is a generic special school within the Esteem Multi Academy Trust situated in Stretton, Burton Upon Trent. Staffordshire County Council (SCC) currently commission 190 places for pupils aged 11-19, with Education, Health and Care (EHC) plans. Pupil numbers have grown substantially, from 126 places in 2011-12, due to high demand for places. Fountains High School is presently oversubscribed with over 200 pupils on roll including 55 post-16 students based at Burton and South Derbyshire College (BSDC) campus.

Approximately one third of our students have a primary need of Autistic Spectrum Disorder, a further third with moderate learning difficulties and a quarter with severe learning difficulties. The remaining students have profound and multiple disabilities, and in addition to their learning difficulties, some have speech, language and communication needs, physical disabilities and visual impairments.

All of our students have unique needs, personalities and potentials and so it is only right that we provide our students with a personalised curriculum that allows them all the possibilities of progressing and success.

Most students follow either 'ACCESS to the World' Curriculum or 'SHINE in the World' Curriculum that prepares them for the next stage of their life. These curricula form the basis of a student's timetable and allow all students to always achieve their potential.

Further information about our academies can be found on the websites at

<https://www.fountains-high.staffs.sch.uk/>

<https://www.esteemmat.co.uk>

## The advertisement

**Job Title:** Cleaner

**Location:** Fountains High School, Bitham Lane, Stretton, Burton upon Trent, DE13 0HB

**Grade/Scale:** Grade 01 (Point 02) £6,577 per annum (£10.60 per hour)

**Start date:** ASAP

**Contract:** 12.5 hours per week, (15:30 – 18:00, Mon to Fri), Term Time Only + 4 weeks

Fountains High School is a special school providing education and support for children aged 11-19 years old.

We are seeking an enthusiastic team player to join our team of cleaners. The successful applicant will be required to work across school under the direction of the Site Officer.

The ideal candidate will have NVQ 1 or BICs in Cleaning or similar, ability to work constructively as part of a team, relate well to children and adults, have good organising and prioritising skills and knowledge of health and safety procedures and precautions.

During the school closure periods, cleaners will be required to work 4 x weekly contracted hours (or 20 days' worth of work) to undertake necessary deep cleaning. These hours must be completed between 1st April and 31st March of the following year. Failure to complete the required number of days during the period will result in the appropriate deductions being made.

Benefits include: LGPS Pension Scheme, Westfield Health membership and free parking.

For further information, please contact Kev Billings on 01283 247580, via email to [kbillings@fountains.staffs.sch.uk](mailto:kbillings@fountains.staffs.sch.uk) or visit our website at [www.esteemmat.co.uk/vacancies](http://www.esteemmat.co.uk/vacancies). Please use the relevant application form on the MAT website; CVs alone will not be accepted.

**Closing date for applications: 20 October 2023 (23:59)**

**Interview date: WC 23 October 2023**

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

## Job description and person specification

### Job Description: Cleaner

|                                   |  |  |
|-----------------------------------|--|--|
| <b>Post Title:</b>                |  | Cleaner  |
| <b>Location:</b>                  |  | Fountains High School, Bitham Lane, Stretton, Burton upon Trent, DE13 0HB  |
| <b>Purpose:</b>                   |  | <ul style="list-style-type: none"> <li>To work under the direction and instruction of senior staff to undertake individually, or as part of a team, the cleaning of designated areas and associated accommodation to ensure they are kept in a clean and hygienic condition.</li> </ul>  |
| <b>Reporting to:</b>              |  | Site Officer   |
| <b>Responsible for:</b>           |  | n/a  |
| <b>Liaising with:</b>             |  | tbc  |
| <b>Working Time:</b>              |  | 12.5 hours per week (15:30 – 18:00, Mon to Fri) Term Time only + 4 weeks   |
| <b>Salary/Grade:</b>              |  | Grade 01 (Point 02) £6,577 per annum (£10.60 per hour)   |
| <b>Disclosure level</b>           |  | Enhanced   |
| <b>PRINCIPLE RESPONSIBILITIES</b> |  |  |
| <b>To achieve the above</b>       |  | <p>Maintenance and Cleaning</p> <ul style="list-style-type: none"> <li>Carry out cleaning tasks as directed by the appropriate supervisor to include: <ul style="list-style-type: none"> <li>Mop sweeping.</li> <li>Single solution mopping.</li> <li>Buffing.</li> <li>Spray cleaning.</li> <li>Suction cleaning.</li> <li>Damp wiping.</li> <li>Waste disposal.</li> <li>Stripping and resealing of hard floors.</li> </ul> </li> <li>Cleaning of toilet facilities and associated tasks required to achieve a high quality of cleanliness.</li> <li>Cleaning of fixtures and fittings.</li> <li>The use of appropriate cleaning equipment and machinery.</li> <li>Ensuring the safe use of chemicals, machinery and equipment when carrying out the cleaning function in line with current legislation, standards and County Council policies and procedures for Health and Safety and in accordance with training provided.</li> </ul> <p>Support to School</p> <ul style="list-style-type: none"> <li>Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li> <li>Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>Be aware of, support and ensure equal opportunities for all.</li> <li>Contribute to the overall ethos/work/aims of the school.</li> <li>Appreciate and support the role of other professionals.</li> <li>Attend and participate in relevant meetings as required.</li> <li>Participate in training and other learning activities and performance development as required.</li> <li>Assist with pupil needs as appropriate during the school day.</li> </ul> |



**Other Generic Responsibilities:**

- Represent and promote the ethos and values of Esteem Multi-Academy Trust
- To take and be accountable for all decisions made within the parameters of the job description
- Participate with performance management and training and activities that contribute to personal and professional development
- Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities
- Provide a high standard of customer service in all dealings internal and external to the MAT
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

## Person Specification: Cleaner

| <b>QUALIFICATIONS AND EXPERIENCE</b> |  |  |
|--------------------------------------|--|--|
| <b>Essential</b>                     |  | <ul style="list-style-type: none"> <li>• NVQ 1 or BICs in Cleaning or similar.</li> <li>• Good standard in literacy and numeracy.</li> </ul>   |
| <b>KNOWLEDGE AND ABILITIES</b>       |  |  |
| <b>Essential</b>                     |  | <ul style="list-style-type: none"> <li>• Ability to work constructively as part of a team.</li> <li>• Ability to relate well to children and to adults.</li> <li>• Good organising and prioritising skills.</li> <li>• Knowledge of health and safety procedures and precautions.</li> <li>• Awareness of COSHH regulations.</li> <li>• Awareness of health and hygiene procedures.</li> <li>• Demonstrate and assist in the safe and effective use of materials and equipment.</li> <li>• Ability to communicate effectively using various methods.</li> <li>• Able to demonstrate a commitment to team work.</li> <li>• Able to work flexibly to suit client needs.</li> </ul>   |
| <b>Behavioural Attributes</b>        |  |  |
| <b>Essential</b>                     |  | <ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul> |
| <b>Essential</b>                     |  | <p>In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:</p> <ul style="list-style-type: none"> <li>• Motivation to work with children and young people.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Emotional resilience in working with challenging behaviours and</li> <li>• Attitudes to use of authority and maintaining discipline.</li> </ul>   |

## Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2023' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

## Application process and timeline

Application forms are available on our website at <https://www.esteemmat.co.uk/vacancies>.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

**Closing date for applications: 20 October 2023 (23:59)**

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For further information, please contact Deborah Dolman, School Business Manager at Fountains High School, via email to [ddolman@fountains.staffs.sch.uk](mailto:ddolman@fountains.staffs.sch.uk) or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website.