



# Cleaner Application Pack



CONCORDIA  
ACADEMY



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# Letter from Catherine Paine, Chief Executive Designate

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Catherine Paine**

**Chief Executive Designate, REAch2 Academy Trust**

# Letter from Mr Akhtar, Headteacher, Concordia Academy

Dear Candidate,

Children have only one chance at receiving a quality education and it is the job of everyone at Concordia Academy to ensure that it is the best it could possibly be. We have an ambitious and dynamic vision for our school that includes setting a record of high-quality outcomes for all of our students.

Our school is underpinned by a blend of values such as respect, hard work and high expectations, coupled with innovations in relation to teaching and learning. We work together to embed a culture of success, high aspiration and reflection in which children can thrive and achieve. We want our students to have the confidence and knowledge to not just live but prosper in a modern, ever-changing society. We will equip them with the skills to succeed and the understanding that will enable them to make the most of the opportunities that they are given.

We are forward thinking in all we do. Our children will study a modern and innovative curriculum, our staff will have access to the very best and latest professional development that has the greatest impact on learning, and our school will be housed in outstanding facilities that are high-tech and custom built. Our goal will always be to improve on what we have done before.

As the headteacher of this vibrant, new school I am delighted to welcome you and I hope you will join us on our journey.

**Mr Akhtar**

**Headteacher**

# Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)



# The role

## Cleaner at Concordia Academy

**Salary/Grade:** Grade 1/2 SCP 1-5 Pro Rata (£6279-£6677)

We require an experienced cleaner for our modern and vibrant school in Romford RM7. An **Enhanced DBS Certificate is essential** for this position.

We are seeking to recruit enthusiastic people to join our in-house cleaning team. The successful candidates will be responsible for ensuring the school environment is maintained to a high standard of cleanliness.

Working 12.5 hours per week from 3:30pm to 6:00pm term time, you will be responsible for cleaning and ensuring that the site is well presented, free from litter and dirt, and that all toilets are checked, cleaned and stocked.

Applicants will be expected to have experience of cleaning to a high standard, be able to follow instructions including COSHH and be confident in the use of relevant cleaning equipment. The role may include some manual handling and applicants will need to be in good health and physically fit.

If you feel strongly about providing an excellent service, are willing to work hard and keen to join an efficient team, please contact the school to receive an application form or alternatively an application form can be downloaded from the school website: [www.concordiaacademy.co.uk](http://www.concordiaacademy.co.uk)

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.

# The application

You are invited to submit an application form to Ms Clarke (School Business Manager) at [info@concordiaacademy.co.uk](mailto:info@concordiaacademy.co.uk).

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact Ms Clarke (School Business Manager) on 01708 932710.

## The application process and timetable

<b>Application deadline:</b>	Friday 27 May 2022 at midday
<b>School visits:</b>	Contact the school office to arrange a visit
<b>Interviews:</b>	Applications will be considered upon submission
<b>Contract details:</b>	Permanent
<b>Salary:</b>	SCP 1-5
<b>Start date:</b>	September 2022

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).

## Job Description

<b>Post:</b>	Cleaner
<b>Hours:</b>	3.30pm-6.00pm (12.5 hours per week)
<b>Weeks:</b>	39 weeks (term-time) and 1 week worked throughout school holidays.
<b>Responsible to:</b>	Premises Manager/School Business Manager
<b>Salary/Grade:</b>	Grade 1/2 SCP 1-5 Pro Rata (£6110-£6562)

### Core Purpose

General cleaning of classrooms, corridors, toilets and sanitising of hard surfaces and high touch points.

The successful candidate will be responsible for ensuring the school environment is maintained to a high standard of cleanliness.

Applicants will be expected to have experience of cleaning to a high standard, be able to follow instructions including COSHH and be confident in the use of relevant cleaning equipment. The role may include some manual handling and applicants will need to be in good health and physically fit

### Responsible for:

- To ensure that all equipment, chemicals, and additional resources are treated with respect and are kept safe during and after use.
- To assist individually or as part of a team the cleaning of designated areas within the school premises as directed by the line manager to ensure they are kept in a clean and hygienic condition.
- To carry out all cleaning tasks and duties as specified and directed by the line manager in accordance with the appropriate cleaning standards and specific school policy.
- To ensure that all cleaning tasks and duties are carried out in a safe and proper manner utilising the appropriate equipment and chemicals.
- To ensure that due care and attention is taken at all times with regard to health and safety and all practices and procedures.

- To attend meetings and participate in training as required
- To ensure that the site is well presented, free from litter and dirt, and that all toilets are checked, cleaned and stocked.

To undertake any other duties commensurate with the level of post, as required to ensure the efficient and effective running of the school.

## Person Specification

	Essential	Desirable
Right to work in the UK	*	
<b>Knowledge/Qualifications and experience</b>		
Previous experience of cleaning commercial/education premises		*
Ability to work quickly and efficiently to high safety and hygiene standards.	*	
Ability to prioritise and identify urgent tasks	*	
Ability to recognise hazards and report to the Site Supervisor/Office Manager.	*	
<b>Skills, abilities and personal attributes</b>		
Evidence of a commitment to safeguarding and promoting the welfare of children and young people	*	
Commitment to promote and support the aims of REACH2	*	
Understanding of the need for confidentiality in relation to students' personal and protected information	*	
Work constructively as part of a team, making important contributions	*	
Knowledge of appropriate cleaning substances and health & safety risks attached to them.	*	
Willingness to clean a range of areas to a high standard.	*	
Knowledge of Health and Safety in a school environment	*	