



Working at Knole Academy

JOIN OUR TEAM



For Appointment of:

Cleaner – 30 hours per week
Term Time - evenings



PROUD TO BE
Aletheia
Academies Trust



HEADTEACHER WELCOME

Mr David Collins

Thank you for your interest in the role at Knole Academy. I hope that what you read will encourage you to apply to be part of our team.

I believe that Knole Academy is a tremendous school and a rewarding environment to be a part of. The Knole community is a vibrant friendly environment underpinned by supportive colleagues and fantastic resourcing.

We are aspirational and have high expectations for every child, regardless of background or ability. The interests of our students are always our priority in all decision making and, as a result, we are proud to deliver a curriculum that engages and enthuses our learners. At the heart of our ethos is our determination that all students receive high quality teaching, which is equally as aspirational for our Grammar stream students as it is for the wider student body. For every student to achieve their potential, we believe in generating a learning environment that is calm, safe and inclusive, in which our students enjoy their education.

Knole students benefit from state of the art facilities that offer a vast range of opportunities. We encourage all staff to play an active role in these endeavours as it offers great reward for all individuals and improves teaching relationships.

Knole Academy is an International Baccalaureate candidate school. Staff and students have benefitted significantly from the close collegiate relationship between schools. This ensures that no barriers are placed in the way of student achievement.

I look forward to receiving your application.



Knole Academy has a capacity for 1550 students aged 11-19. All year groups are streamed and set with co-educational teaching. There are 240 places designated in each year group. Knole Academy is heavily oversubscribed, organised as 8 forms of admission with up to 350 post-16 places. There are grammar streams in KS3 but we also cater for the least able and all abilities in between.

The Vision for Knole Academy

The Academy is committed to providing an extensive range of experiences to meet the learning and development needs of every individual student. Students are helped and inspired to reach their full potential, no matter what their aptitude, ability or background. They are provided with the highest quality of academic, personal and vocational teaching, mentoring and support, as a means of constantly raising aspiration and improving achievement.

They will become creative thinkers and confident individuals, fully equipped for the opportunities, challenges and responsibilities of adult life and well prepared to take their place within a global society.

Knole Academy, Sevenoaks is:

- Providing an inspirational and technologically advanced learning environment for students, staff and the Sevenoaks community
- Offering a broad, balanced and rich curriculum, underpinned by a strong emphasis on literacy and communication skills
- Ensuring first-class teaching and inspirational leadership
- Offers a strong tutorial system to support, guide and encourage each individual student
- Establishing a network of links with countries and schools all around the world, providing students with opportunities for exchanges, study tours and work on community projects
- Has a wide variety of co-curricular activities, including sport, music, dance, art and outdoor activities
- Providing exciting professional development opportunities for staff.



Staff know the pupils well. Relationships are strong between staff and pupils. Pupils feel safe and feel that staff care about their welfare - Ofsted, 2022

JOB DESCRIPTION

Job Title	Cleaner
Location	Sevenoaks, Kent
Duration	Permanent
Work Hours	30 hours per week Term Time plus 1 week; 3:30 pm – 9:30 pm
Reporting to	Cleaning Supervisor
Salary	£19,136 – £19,710 per annum (£13.97 ph)
Pension	Local Government Pension Scheme



About the Role

As a new member of our hardworking Cleaning Team at Knole Academy, you can join our team and make a difference.

An organised and hardworking person is required to provide evening cleaning within our school to provide a clean, hygienic and welcoming school environment for our students, staff and visitors. This is a term time role working 3:30 pm to 9:30 pm Monday to Friday term time with one additional week required at the end of August to assist with a whole school deep clean.

Salary Grade AAT C, £26,956 - £27,765 pro-rated to £19,136 - £19,710 for term time part time working.

This includes:

PRINCIPAL RESPONSIBILITIES:

- To be responsible for the cleanliness and hygiene of your designated area to clean to the required standard and specification
- To clean specified surfaces, floors, fixtures and fittings by polishing, mopping, vacuuming and wiping accordingly
- To empty bins, changing bags and dispose of appropriately
- To operate cleaning machinery periodically (training to be given)
- To report any cleaning supply and stock requirements to the Cleaning Supervisor
- To comply with Academy policies, safe working practices, Health and Safety and COSHH statutory requirements
- To work as part of a team and support other members when needed to meet required cleaning standards and specification
- To report any Health and Safety issues to the Cleaning Supervisor and/or Sport, Lettings and Cleaning Manager



General Duties

- To be responsible for continued professional development
- To adhere to Health and Safety regulations
- To ensure the safeguarding of students is a primary concern
- To be a First Aider (training will be given if necessary)
- To keep confidential any issues
- To participate in appropriate meetings
- To read, understand and adhere to all academy and Trust Policies
- To undertake any additional duties as may be deemed reasonable by the Line Manager

Safeguarding Children and Safer Recruitment





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Qualifications and Experience

Experience of working in an educational/cleaning environment

D

Skills and Knowledge

Good communication skills

Ability to work independently and within a team

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Personal Qualities

The ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances and situations

To maintain confidentiality at all times

A flexible working attitude

Appropriate attire for this position

A high level of integrity

The ability to work unsupervised

An understanding of relevant policies, code of practice and legislation

ALL ESSENTIAL CRITERIA

E = Essential

D = Desirable

HOW TO APPLY



If you are interested in this position and would like to have a more detailed conversation before making the decision to apply for the post, please contact:

Rose Marsaud, HR Manager
HR@aletheia-trust.org
01732 749 774

Closing Date:

Applications will be reviewed upon receipt

Interview Date:
To be advised

To apply for this role, please visit MyNewTerm:
[Apply Now](#)



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



CONTACT US

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