



Recruitment Pack


Polaris Multi Academy Trust,
Field Top Road,
Rastrick, Brighouse,
West Yorkshire, HD6 3XB.

Appointment of:

CLEANER

National Support School
designated by

National College for
Teaching & Leadership


Polaris
Multi-Academy Trust



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I believe that our greatest strength is the integrity and passion of all our staff.

Steve Evans
CEO Polaris Multi-Academy Trust

WELCOME



Welcome to the Polaris Multi-Academy Trust

The Polaris MAT is committed to recruiting staff who are passionate about providing every child and young person the opportunities and experiences, that gives them the confidence and aspiration to reach and go beyond their potential.

The communities we serve have individual identities which reflect our vision for celebrating the uniqueness of each school. Our schools have the autonomy to learn, explore and develop their practice, led by committed and highly skilled Heads of School. Alongside this autonomy, our schools are committed to collaboration and the sharing of resources and best practice.

Our values are centred on building teams of highly skilled staff, through an unwavering focus on the development of skills, knowledge and understanding. We are passionate about delivering the very highest standards of training and continued professional development (CPD).

Our growing Trust is made up of both primary and secondary schools. Each school has its own unique DNA and individual identity, which is used as a platform to build on the enjoyment and academic success of the children in our care.



Steve Evans
CEO Polaris Multi-Academy Trust

VISIONS & VALUES

Our Vision

- To provide every child and young person in the Multi-Academy Trust opportunities and experiences, which give all of them the confidence and aspiration to reach and go beyond their potential.
- To support and nurture each school's individual identity, to ensure that their unique DNA is used as a platform to build on the enjoyment and academic success of the children in our care.

Our Values

- We instil the very highest expectations of everyone in the Multi-Academy Trust.
- We will ensure every school provides a safe, supportive and challenging environment to the children and young people in our care.
- We will ensure that every school is supportive and challenges all staff to continually improve their craft, through high quality professional development and opportunities for progression.

Our Aims

- To remove the barriers faced by students in achieving challenging and aspirational academic targets through delivering the highest quality teaching and pastoral support.
- To collaborate with and grow expertise of staff across the MAT, to embed a sustainable self-improving system, that is built on strong leadership and succession planning.
- To provide a sustainable financial platform for schools in the trust through ethical financial controls which in turn, deliver high quality delivery of educational services.

THE POLARIS FAMILY

Schools within the Polaris Multi-Academy Trust



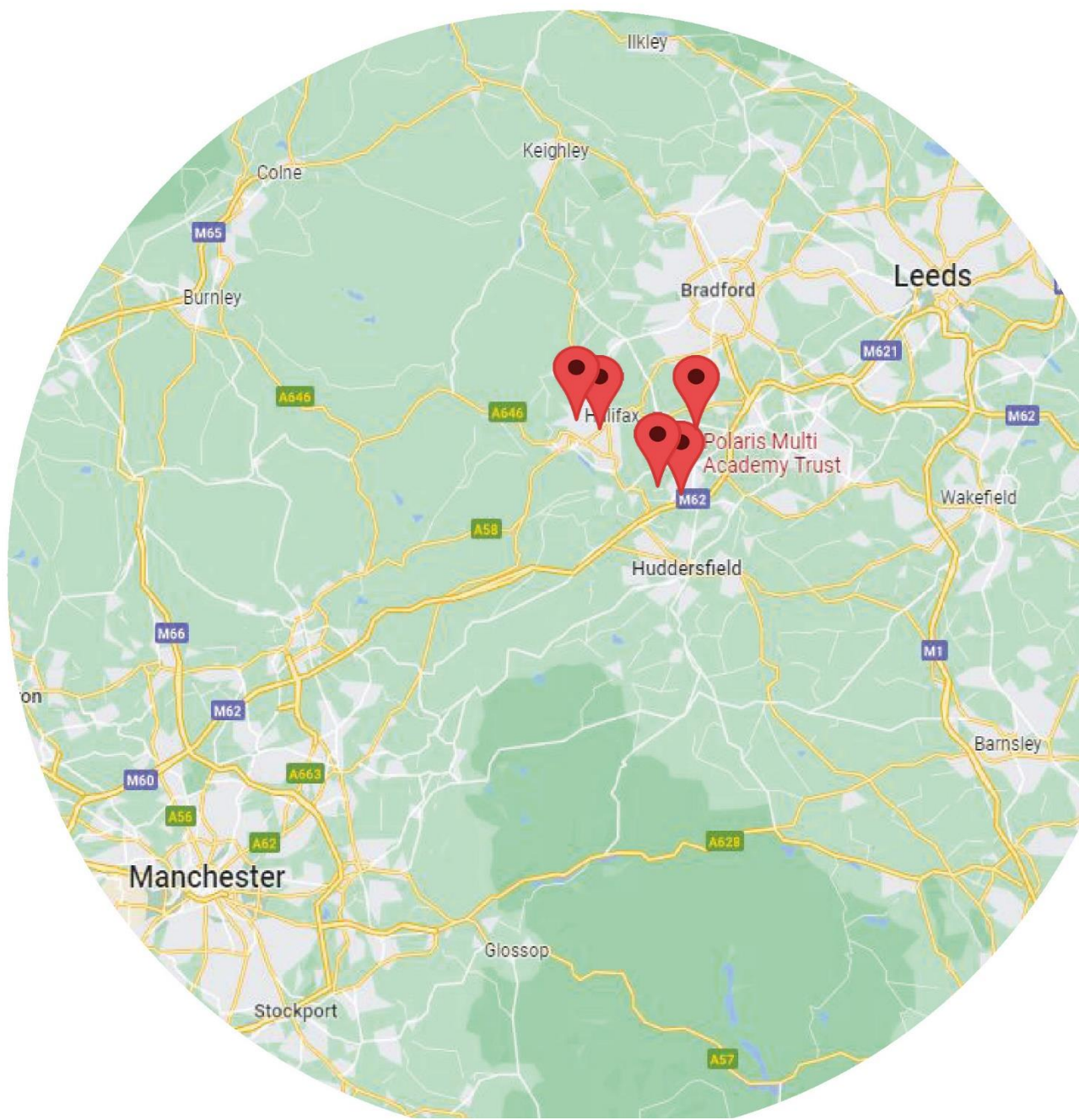
Rastrick
High School



THE POLARIS FAMILY

Our schools are located across West Yorkshire.

Staff from across the Trust can share expertise, practice, and resources because of the close proximity of each of our schools. Our schools are accessible from Junctions 24 and 25 of the M62, and is just 25 minutes from Leeds and 35 minutes from Manchester.





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We have a happy workplace. The group of staff have moulded together well and we have fun while we are here.

Carole - Payroll Manager

Careers at Polaris

What's it like to work for our Trust?

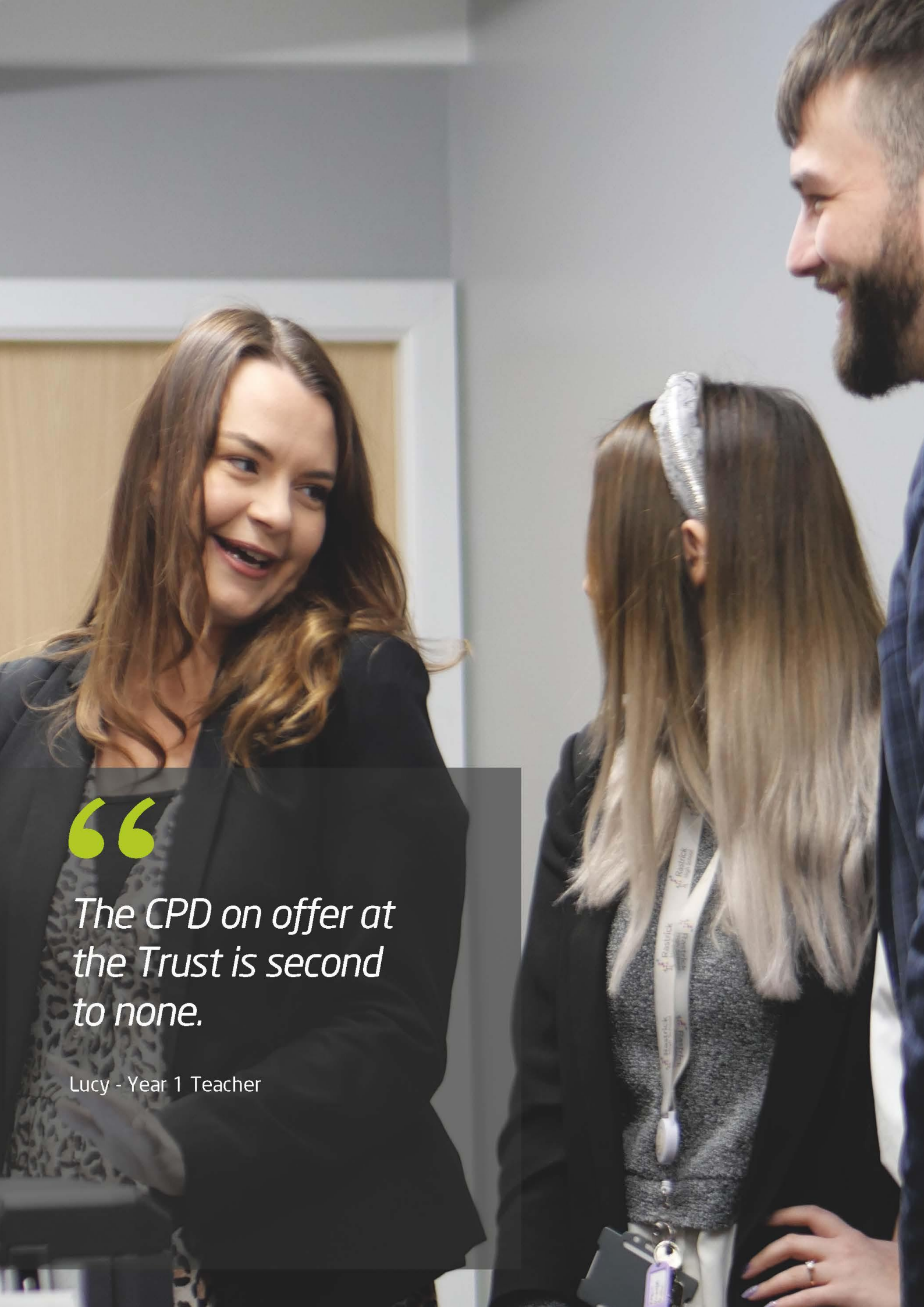
Our Trust has a reputation as an outstanding employer. This great reputation is built on the culture of support we offer our team. We have an outstanding induction programme, that will ensure that you make a great start to your career with us.

As well as the training highlighted above, our Trust offers apprenticeships in a wide range of areas of the business, from Site and Facility roles to Administration and Finance.

We work closely with Teaching School Hubs and other Initial Teacher Training providers to enable staff to train to teach. We always promote and provide opportunities for our staff to work together and collaborate. This commitment comes from our belief that we can all benefit from each other's experience and expertise, in turn this team approach helps ensure that you feel listened to, valued and supported.

We pride ourselves on staff wellbeing being at the centre of Trust and our School Leaders decision making, this why we work hard to ensure that staff know they are appreciated and rewarded for the excellent work they do.





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The CPD on offer at the Trust is second to none.

Lucy - Year 1 Teacher

Careers & Wellbeing

What's it like to work for our Trust?

The Trust Central Team supports our schools and employees through the running of a high-quality services, designed to deliver you important information to your fingertips. This includes integrated payroll that enables you to view and store all your salary documents digitally on your phone. The Trust's HR support dovetails with this easy to reach approach, ensuring that if/when you need more advice and guidance, it's there for you when you need it.

The communities we serve have individual identities which reflect our vision for celebrating the uniqueness of each school in our Trust. Our schools have the autonomy to learn, explore and develop their practice, led by committed and highly skilled Heads of School. Alongside this autonomy, our schools are committed to collaboration and the sharing of resources and best practice.

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Our benefits

and why they matter

BENEFITS

The Polaris Multi-Academy Trust is a great place to work and we really hope you'll agree. In addition to your competitive salary and a talented team of colleagues to work alongside, we offer a wide range of benefits to save you money, keep you healthy and help you enjoy your time at work. You'll also find plenty of opportunities to develop and progress your career at the Polaris MAT. We strive to develop and promote our own. We encourage professional development and promote internal growth, but not just upwards. We want you to have the chances to move into broader roles across our Trust and into different areas.

Professional Development opportunities

We offer regular training and access to a range of internal and external programmes tailored to your learning throughout your career, including NPQs and other professionally accredited qualifications. There are opportunities for career progression with your home school or in other schools across the Trust as well as opportunities to move from our support team to a teaching role.



Professional Development Opportunities



Opportunities for Progression



Performance Management Process

BENEFITS

Financial

We offer a competitive salary for both teaching and support staff, whereby pay progression is possible on an annual basis.

Access to and auto enrolment into a highly attractive pension plan for all staff.



Pension



Competitive Salary

Wellbeing

A generous holiday allowance for support staff and all our school calendars are designed to fit well with the 1265hrs allowance for teachers.

Training day events specifically designed to support staff wellbeing.

Staff feedback events designed to enable you to share how we can be even better at what we do.

Access to the cycle to work scheme.



Wellbeing



Flexible Working

BENEFITS

Facilities

We have great school buildings with well-maintained and modern facilities.

On-site catering with great food, reasonably priced for staff.

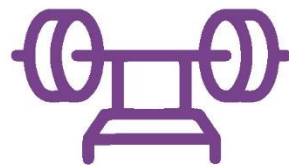
Free car parking at every school.

Access to the fantastic Rastrick High School gym on weeknights.

Preferential access and a discounted rate to the outstanding Smarties Nursery based in Rastrick.



Discounted Nursery



On-site Gym



On-site Nursery



On-site Catering



Modern Facilities

Job Description

School	Rastrick High School
Job Title	Cleaner
Reporting To	Cleaning Manager
Scale / Salary Range / Contract	NJC Scale 1, scale point 2 - £23,656 FTE. Actual salary is £10,229.62, based on working 16 hrs per week, all year round.

Main Purpose

- To provide an efficient and professional cleaning service at the designated premises in accordance with Trust Policies, Procedures and Regulations.

Key Accountabilities (and specific duties/responsibilities):

Main Tasks

- Organise and carry out all tasks, as directed, to provide a hygienically clean and safe environment.
- Comply with all statutory regulations and ensure that COSHH and Health and Safety regulations and guidelines are fully complied with, to always maintain a safe working environment.
- Responsible for the safe and efficient operation and basic maintenance of cleaning equipment including scrubbing and buffing machines.
- To wear and maintain the provided personal protective equipment whilst carrying out cleaning and maintenance duties.
- To contribute to the performance of the team in ensuring high standards of hygiene at all times.
- To attend training sessions and meetings as required

Other Specific Duties:

- All support staff may be used to perform appropriate duties as and when required by the Trust, commensurate with the salary grade of that post if it is higher than the employee's current salary.
- These tasks are indicative of the duties and accountabilities of the role and as such are not exhaustive. They will be reviewed periodically to reflect the changing needs, aims and values of the school and the wider Trust.
- To work in the best interests of the Trust, students, parents and staff.

- To adhere to the Trust's policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety.

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.

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

Job Description

Person Specification

Job Title: Cleaner		
KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Good standard of education, must be able to read and understand cleaning schedules, COSHH information and complete timesheets. 	<ul style="list-style-type: none"> • Relevant training courses (training will be provided where required)
Skills, knowledge and aptitude	<ul style="list-style-type: none"> • Good communication skills • Good understanding of the general principles of Health and Safety • Ability to work using own initiative • Ability to project a professional image whilst on duty • Ability to prioritise tasks, to ensure all duties are correctly carried out with minimal supervision, however be aware of when to ask for guidance or assistance. • On receipt of the appropriate training, have the ability to operate cleaning plant and equipment safely, efficiently and effectively, and that all defects are reported in a timely manner. • Ability to share knowledge and good practice with other members of the Cleaning Team • Ability to conform with safe working practices, methods and procedures • Ability to co-operate with the school, Trust and other enforcing bodies in all matters relating to health and safety and environmental legislation, policies and procedures 	
Personal Qualities	<ul style="list-style-type: none"> • Energy and enthusiasm • Organisational skills 	

