

KING'S LEADERSHIP  
ACADEMY HAWTHORNES

CLEANER

RECRUITMENT PACK

PART OF



GREAT SCHOOLS  
TRUST



# MESSAGE FROM THE CHIEF EXECUTIVE OFFICER



Thank you for your interest in a position within the Great Schools Trust family of Schools. The Great Schools Trust is an education charity that has a proven track record of successful school start up and improvement whilst transforming the lives of children and young people through our unique values driven approach to education.

You will be joining a values driven, highly innovative, inspirational and ambitious organisation, so we are seeking an outstanding candidate who can realise the highest possible quality of services to support our educational vision, strong leadership and effective support to colleagues, to enable the trust to achieve the best possible outcomes for students. This is an exciting and very rewarding role and we look forward to receiving your application.

Yours faithfully

**Shane Ierston**

CEO

## OUR VISION

To develop a family of Great Schools that allow all students, irrespective of starting point or background, to access university or a career of their choice and succeed in life.



# PRINCIPAL'S WELCOME

Our school is part of The Great Schools Trust, a small but growing multi-academy trust situated in the Northwest of England. There are currently four Kings Leadership Academy schools within the Great Schools Trust in Warrington, Liverpool and Bolton and a pupil referral

unit next to our Liverpool school, the Aspire Centre. There are currently plans ongoing for further expansion of the Trust.



## **Why King's Leadership Academy Hawthornes?**

We are a growing school of committed friendly staff, a cohort of students who are polite, enthusiastic and keen to learn right across the curriculum. We are a school centred in our Aspire Values – Achievement, Aspiration, Self-awareness, Professionalism, Integrity, Respect and Endeavour. It is these values that drive our behaviours and relationships, a 'lingua franca' that helps to bind our community together. An inspector captured the mission of the school when he observed that we were 'building better people,' something we are proud of.

Our aim is to provide a curriculum for our students that enables them to access real knowledge and a chance to progress to high quality higher education or training. We also aim to create an enriched offer that provides cultural capital for all of our students, irrespective of their personal circumstances. We also privilege diversity and inclusivity and pride ourselves on the welcome we give every student and their families.

We tackle disadvantage rigorously. We provide every student with a chrome book, free breakfast and breaktime food, free residential experiences to build self-esteem and teamwork, free opportunities to join the Duke of Edinburgh scheme. We have won national recognition for Combined Cadet Force sponsored by the Royal Marines. No student is left behind and we remove barriers to learning at every opportunity.

## **We take the development and well-being of our staff equally as seriously.**

Everyone is provided with a laptop and we have recently invested in state-of-the-art ICT infrastructure for every classroom. We hold CPD on two evenings a week – our late finish for Thursday Enrichment allows an early finish on a Friday for a second CPD session. This collaborative approach has allowed the Trust to develop a common curriculum and strong assessment policies that allow staff to focus on work life balance and having the energy to focus on the classroom, not clutter beyond it.

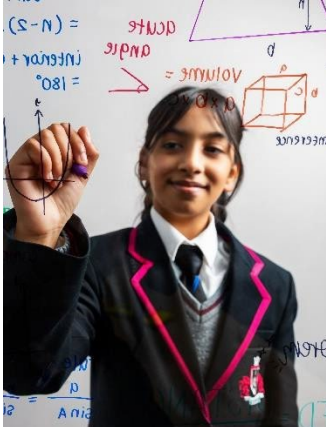
These approaches have led to extremely high levels of staff retention and attendance. It is place where people want to teach, where parents want to send their children and where children want to study.

If you are interested in a post at King's Leadership Academy Hawthornes, I strongly recommend you come to Bootle and see the work we do for yourself. We are situated in Bootle, two miles from Liverpool city centre. The school is within Sefton local authority.

I look forward to meeting you.

**Andrea St John**

**Principal**



## Cleaner

**Salary:** Scale 2. Points 3-4. Pro-Rata £7390.27 - £7506.20

**Contract:** Permanent (TTO + 10 Days)

**Hours:** 12.5 hours per week

**Location:** King's Leadership Academy Hawthornes

**Reporting to:** Cleaning Manager

**Start date:** ASAP



### Working at King's Hawthornes

King's Leadership Academy Hawthornes is seeking to appoint a dedicated and hard-working cleaner.

King's Leadership Academy Hawthornes is a growing school of committed, friendly staff and a cohort of students who are polite, enthusiastic and keen to learn right across the curriculum.

We are a school centred in our Aspire Values – Achievement, Aspiration, Self-awareness, Professionalism, Integrity, Respect and Endeavour. It is these values that drive our behaviours and relationships, a lingua franca that helps to bind our community together. An inspector captured the mission of the school when he observed that we were 'building better people,' something we are proud of.

We wish to appoint a highly motivated individual who shares our vision for making all students successful citizens in tomorrow's world.

Visits to our academy are encouraged and welcomed before applying for this post.



### Key Benefits

- A trust which prioritises the well-being of its staff
- Flexible Working opportunities
- Highly competitive salaries
- Access to the Teacher Pension Scheme and Local Government schemes
- Generous holiday entitlement of 30 days for support staff
- BUPA Employee Assistance Programme which provides access to tools to help manage well-being along with services such as counselling and access to a child and dependent care helpline
- Good occupational sickness and maternity/paternity schemes
- A unique approach to Performance Leadership
- A commitment to personal and professional development with training and support for each staff member
- The opportunity to develop your career within and across the Trust academies
- Salary sacrifice scheme - Cycle to Work



## Main Purpose

The successful candidate will undertake, as part of a team, the cleaning of any area within the academy, as designated by the line manager, to provide a clean, hygienic and safe school environment.

## Responsibilities

- To be responsible for cleaning certain parts of the academy site as allocated by the Cleaning Supervisor (this may vary from time to time).
- To use cleaning materials as instructed by the Cleaning Supervisor.
- To vacuum all carpeted areas and to wash or mop wet/tiled areas of the classrooms and toilets in designated areas (machine clean where practicable).
- To sweep all the uncarpeted floors thoroughly.
- To empty and clean bins and remove waste to designated areas.
- To spot clean spillages.
- To dust/wash carefully with clean dusters/cloths, desks, seats, ledges, skirting boards and other places where dust lodges.
- To regularly clean toilets, toilet areas and the replenishment of toiletries etc.
- To cleanse hand basins in all toilets and sinks in other rooms.
- To wash off dirty marks on walls, tiling and mirrors.
- To clean internal glass, internal and external door glass.
- To routinely clean lamp shades and light diffusers (strip lights).
- To carry out periodic cleaning of all internal surfaces to recommended maximum heights.
- Checking and closing windows, switching off lights after work.
- Carry out such other duties as may be allocated from time to time.
- Report all defects/hazards immediately to the Cleaning Supervisor.

## Other

- All staff take an active role in the academy's care and guidance of students.
- The post holder is expected to carry out such other duties as may reasonably be assigned by the Principal.





## Person Specification

### Qualifications & Training

- Willingness to undertake training as required (E)

### Experience

- Experience of working in the cleaning industry (D)
- Experience in a customer focused role (D)
- Experience of undertaking a range of cleaning duties (D)
- Awareness of Health & Safety Regulations relating to cleaning materials and equipment (D)

### Abilities, Skills & Knowledge

- Work individually with limited supervision (E)
- Work as part of a team effectively and supportively (E)
- Able to communicate clearly and follow instructions (E)
- Able to maintain confidentiality (E)
- Able to manage time effectively (E)
- Able to use initiative to deal with unexpected problems (E)
- Well organised and methodical approach to work (E)
- Good attention to detail (E)
- Desire to deliver a high-quality standard of work (E)
- Flexibility in response to the changing demands of the post (E)
- Able to manage some lifting and carrying (E)
- Willingness to take responsibility for standard of work (E)

(E) – Essential, (D) - Desirable





## Terms

*The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. This job description is current but may be reviewed at any time and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and scale.*

*This appointment is with the Local Academy Council of the School, with the Trust as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Contract'. This Job Description is not intended to be either prescriptive or exhaustive: it is issued as a framework to outline the main areas of responsibility. The trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for applicants who may have a disability or continued employment for any employee who develops a disabling condition.*

## Interview process

The selection panel will short-list candidates based on the information given in the comprehensive application form. Applicants will be assessed against the criteria for the role and candidate profile.

## References and Pre-Employment Checks

We will seek references for candidates once the position has been offered and we may approach previous employers for information to verify particular experience or qualifications before interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

## Our Commitment to Safeguarding

Great Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Any offer made to a successful candidate will be conditional upon relevant pre-employment checks, including:

- Two **satisfactory references**, one of which must be from your most **recent employer**;
- Proof of **identity, address** and **right to work** in the UK;
- Verification of relevant **qualifications**;



- Candidates who have worked or been resident **overseas** for three months or more within the last five years will be subject to **criminal record checks** from the relevant **jurisdiction(s)**;
- Verification of **medical fitness** for the role;
- Confirmation that the applicant is not named on the **Children's Barred List**, administered by the DBS;
- A satisfactory **enhanced disclosure** from the DBS.
- Satisfactory completion of the **probationary period**;
- Candidates in **managerial roles** will be subject to a **Prohibition from Management check** (Section 128 check).
- **Prohibition** check (where applicable)