



Pix Brook Academy Application Pack

Cleaner





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INTRODUCTION

Welcome to Pix Brook Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our Academy, please contact:

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Pix Brook Academy

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ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values.

We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at www.bestacademies.org.uk/jobs

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



ABOUT PIX BROOK ACADEMY

Pix Brook Academy is an extended secondary school with approximately 1000 pupils located on the edge of the town of Stotfold.

We opened as a new free school in September 2019, and currently have cohorts from Year 5 up to Year 11. At our core is the moral purpose to educate the socially responsible citizens of the future.

Working at Pix Brook Academy is an unprecedented opportunity to be involved in a genuinely exciting and innovative growth programme and have real influence and input into shaping the future development and success of this creative and rural community school.

We understand the hard work associated with working at a new school. In recognition of this, we are committed to providing all staff with the support and resources to deliver outstanding lessons and develop your career, including:

- Fantastic learning environment in new facilities
- Supportive parents and fantastically well-behaved pupils allowing you to focus on teaching and learning
- Supportive, experienced team with fully planned and resourced SOL for all subjects
- Opportunity to join a growing school and influence the culture and ethos of a new school with associated career progression
- All teachers receive a new laptop
- All classrooms have 21st century technology including Clevertouch interactive screens
- Rural location with extensive parking yet only 35 minutes from London King's Cross



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: Midnight, Sunday 27th September

Interview date: w/c 28th September

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

Job Title	Cleaner
Based at	Pix Brook Academy
Salary/Grade Range	Level 1D Point 3 £13.28 per hour, £6,027.00 actual salary per annum (FTE £25,614.00)
Responsible to	Cleaning Supervisor
Hours	10 hours a week, 2 hours per day Monday – Friday between the hours of 1530hrs – 1730hrs, term time only including five training/cleaning days.

Purpose of Role

You will play a vital part in keeping our school a safe, hygienic, and welcoming place for students, staff, and visitors. You'll be responsible for maintaining a high standard of cleanliness and hygiene throughout the school premises, ensuring all areas are tidy and ready for daily activities. Your work directly contributes to creating a positive and healthy learning environment for our entire school community.

Main Responsibilities

- Following a checklist to clean all areas and equipment to the required standard – you will be given your designated area to clean. This will include hoovering, sweeping, emptying bins, recycling, mopping, cleaning toilets and cleaning glass.
- Undergo training, both on and off the job as required.
- Inform the Assistant Site Agent of any defects in equipment.



- Undertake any other related duties as are required to ensure all areas of the school are clean and ready for the next day.

Professional Responsibilities

- Adhere to the School's policies and procedures at all times.
- Have a yearly appraisal and personal development plan that reflects training needs.
- Participate in relevant training programmes for support staff enhancing own knowledge and skills.
- Participate in mandatory training including Smartlog compliance portal.
- Be aware that some matters dealt with in the team are of a confidential nature and deal with appropriately.
- Represent the school in a professional and positive manner at all times.

Please note, while every effort has been made to explain the 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 the line manager/Principal to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Job Title: Cleaner

Attributes	Essential	Desirable
Education and Qualifications	Good numeracy and literacy	Current first aid certification
Skills and Experience	- Working as part of a team - Cleaning experience - Working with young people - Effective communication and interpersonal skills including the ability to converse at least in accurate spoken English with adults and children - Ability to work under pressure and to tight deadlines - Flexible approach to support events, functions and parents' evenings - Ability to take instruction - Effective team player - Organised and self-motivated - An ability to work effectively and to be innovative in problem solving - Willingness to take part in further training	
Competences	- Ability to organise time and workload efficiently to meet deadlines - Ability to learn how to keep up to date with health and safety related instructions and relevant COSHH	
Other	- Ability to work without supervision - Trustworthiness - Willingness to undertake further training as appropriate - Knowledge of relevant safeguarding / child protection legislation and the best practice Appropriate DBS clearance, references and checks (before the post is taken up).	

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

