

Cleaner

Houlton School wishes to appoint a permanent, reliable, efficient and friendly cleaner to join our cleaning team starting on the 6th September 2021. This is a brand new secondary school opening in the Houlton area of Rugby.

Training for cleaning and COSHH will be provided.

Applicants must be able to work alone and as part of a team.

Duties to include and are not limited to;

- cleaning of desks
- vacuuming
- dusting
- removal of waste
- cleaning of toilet areas

Job Specifics

Hours: 15 hours per week/ Or 30 hours split shift AM and PM

Work pattern: Monday to Friday 6.30am – 9.30am/ 3.30-6.30pm

Working weeks: Term time plus 3 days

Contract: Permanent

Salary: NJC01 £9.25 – NJ02 £9.43 per hour

How to Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply online today by downloading an application form from our website www.tlet.org.uk or request from TLET HR, hr@tlet.org.uk or 01788 593108.

We look forward to hearing from you!

If you have any questions about the role please email the TLET HR team at hr@tlet.org.uk.

Safeguarding

We believe in the safeguarding and welfare of children and expect all staff to share this view.

The Transforming Lives Educational Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer. The Trust reserves the right to interview and appoint a suitable candidate before the deadline date.

The Department for Education (DfE) has set out statutory guidance *Keeping Children safe in Education* for schools and colleges on safeguarding.

Safeguarding is defined in paragraph 4 as:

‘...protecting children from maltreatment; preventing impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

The definition of ‘children’ includes everyone under the age of 18.

About Transforming Lives Educational Trust

The Transforming Lives Educational Trust (TLET) was established in October 2016 and is a Charitable Trust and Company Limited by Guarantee. TLET grew out of a partnership between a high performing secondary school and primary school in Rugby, Warwickshire. The desire to work together arose from continuing population growth in the local community, our belief that we can shape and influence practice wider than our current schools, and the desire to provide the community with more high-quality school places. The Trust currently comprises of a secondary academy, Ashlawn and an infant academy, Henry Hinde, with the addition of an established Teaching School Alliance, a sponsored junior academy, Henry Hinde Juniors and a secondary free school (Houlton School) due

to open in Rugby in 2021. Currently we are responsible for approximately 2000 children and young people, 350 employees and £12m of public money.

Our Vision

Learning Today for the World of Tomorrow

The Transforming Lives Educational Trust believe in the transformative power of learning and its singular ability to broaden horizons, deepen perspectives and extend potential. We want our family of academies to provide a springboard for our children, young people and staff so that they become exemplary citizens who strive to stretch their potential and become transformers in a diverse and ever-changing world.

Our Principles

Ensuring the Quality of Teaching and Learning - *we shall do this through:*

- implementation of best practice and proactively raising standards
- collective accountability for pupil/student progress, attainment and enrichment
- currency of occupational competence and professional development
- child centred funding enabled learning NOT funding driven enabled learning

Ensuring an Inspiring Learning Environment - *we shall do this through:*

- establishing a culture based on openness, respect, integrity, and inclusivity
- application of innovative systems of learning and pedagogy
- resourcing according to learning and educational demand
- utilisation of best fit learning environments within and across the Trust

Ensuring Financial Viability - *we shall do this through:*

- driving efficiency through funding leverage and economies of scale
- operating shared central and/or distributed services
- managing through approved and monitored call down budgets
- setting financial KPIs and efficiency metrics

Our Values

To help us fulfil our vision, we have a number of core values that drive all that we do. These serve as our guiding principles and should be nurtured for their own sake. We believe that our values stand the test of time and allow us to stay true to our purpose.

Our values are built around five key beliefs that we believe make us trustworthy by everyone within, or considering joining, the TLET. We believe that trusted relationships should underpin all that we do and achieve, and we place no high importance than that on our values. Put simply, we aim for others to have trust in the Trust.

Tend the team – listening to, sharing with and learning from others so that we nurture the potential of all (loyalty)

Reach for excellence – *only comparing ourselves to the best – seeking to match and then surpass it (excellence)*

Utilise innovation – *seeking forefront thinking and creativity, and leading the change (courage)*

Seize success – *holding onto our mission and building on our achievements (tenacity)*

Thank as you go – *recognising the contribution of others to the Trust’s successes (kindness)*

TRUST therefore helps us ensure that the organisational behaviours across our family of academies are consistent and of the highest standard. We expect all our academies to abide by these values, especially when making difficult decisions – indeed, no value is more or less important than another, and all need to be upheld in our day-to-day behaviours and actions.

TRUST helps us to do just that – to provide all staff and learners, especially those new to the TLET, guidance on how we do things. It is our moral compass and guides us, helping us to realise success in being the best we can be.

Our Strategic Aims:

Below are listed the core objectives for the Trust. It is the responsibility of all employed and associated with the organisation to work towards the furtherance of these objectives:

- Our children achieve more, and make better progress, by attending a TLET academy than would otherwise be expected.
- Others within and beyond the education sector hold our academies, and the Trust, in the highest regard.
- Our accommodation and premises are safe, well maintained and with facilities that are constantly improving.
- Infrastructure and management systems are effective and cohesive, underpinned by sound financial management.
- Our Trust has at least seven operational academies, with due regard to growing responsibly, sustainably and with a mix of primary and secondary phases.

About the Cleaning Team

This is an opportunity to join our dynamic cleaning team. Working as part of a team this role holds a crucial role within our school, keeping our students learning environments clean so they can flourish in our brand new building.

Job Description

Post:	School Cleaner
Hours:	15 per week or 30 split shift; Monday to Friday
Working weeks:	Term time only, 38 weeks, plus 3 days
Salary:	NJC01 £9.25 – NJ02 £9.43 per hour
Academy/College:	Houlton School - Transforming Lives Educational Trust
Contract	Support Staff terms and conditions
Responsible to:	Senior Site Service Officer
Job purpose:	To clean specified areas within the school in accordance with the school's standards. Work is undertaken under the guidance of the Site Service Officer and Principal
Main Role and Responsibilities:	
<ul style="list-style-type: none"> ▪ Undertake day to day duties associated with the environment, including cleaning WC facilities, wiping down worktop surfaces and chairs, vacuuming, tidying, sweeping, mopping, dusting, polishing. ▪ Empty bins and dispose of rubbish ▪ Clean inside windows and mirrors ▪ Use of buffer ▪ Undertake routine maintenance of equipment (e.g. vacuum bags) ▪ Ensure safe and effective use and storage of all equipment ▪ Ensure compliance with Health and Safety at Work regulations and COSHH guidelines ▪ Draw to Site Service Officer's attention any problems / issues which may affect the safety or security of the school or its users. ▪ Be proactive in identifying areas that are not up to the required standards and act upon your findings ▪ To be flexible, to cover colleagues' areas in times of absence. ▪ To have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people. 	

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Person Specification

Job Title:	School Cleaner
Reports to:	Senior Site Service Officer

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
Qualifications Training Experience Abilities	<p>Good verbal communication skills</p> <p>Ability to work in a team work</p> <p>Use of initiative</p> <p>As an effective member of the team you will be focused with a can-do attitude</p> <p>To establish good working relationships at all levels – students, teachers, senior management, board of trustees etc.</p>	<p>Working knowledge of relevant policies / procedures / codes of practice / legislation, including Data Protection and Child Protection</p>
Personal Qualities	<p>Flexible</p> <p>Reliable</p> <p>Enthusiasm</p> <p>Self-motivation</p> <p>Professional and confident</p>	