

**Candidate Information**

Cleaner

St Bartholomew's C of E Academy

# About the Multi Academy Trust



## The Diocese of Coventry Multi Academy Trust

Together, pursuing life in all its fullness

### **The Trust**

The Diocese of Coventry Multi Academy Trust Academies are:

- Transformational
- Aspirational
- Sustainable
- Motivational
- Purposeful

They are recognised for their distinctive and inclusive Christian ethos and for the impact this has on raising educational standards. An effective Church Academy will demonstrate its Christian distinctiveness by providing an aspirational and holistic education which enables all children and staff to develop and achieve to their full potential.

### **Our Vision**

Our vision, based on John 10:10, is for every adult, every child and every academy in our trust to come together in order that we may pursue life in all its fullness. We have a vision of building a better future for all within our academies, who in turn will positively impact their communities.

### **Our Strategic Goals**

To achieve our object, mission and vision, we will focus on the following five high-level goals:

- Deliver excellent education;
- Ensure strong and effective governance at all levels;
- Build a strong and sustainable infrastructure;
- Become an employer of choice;
- Drive sustainable growth



# St Bartholomew's Church of England Academy

Achieve, Believe, Celebrate - with faith anything is possible!

## About the Role

The Trust is looking to appoint an inspirational and highly effective Teaching Assistant who is committed to supporting the Multi Academy Trust to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

Current Grade B - £18516-18887 FTE

Hours will be 13.5 per week, morning shift, 6:30am- 9am, Monday to Friday. Term time only.

## Applications

Thank you for your interest in this post. Candidates are welcome to visit the Trust. Please contact Teresa Shannon at [Teresa.shannon@stbarts.covmat.org](mailto:Teresa.shannon@stbarts.covmat.org) or telephone 02476 458960 to make arrangements.

Please note the closing date for applications is 12pm Sunday 4<sup>th</sup> September 2022. Completed applications and supporting documents should be sent by email to [clusterhr@covmat.org](mailto:clusterhr@covmat.org)

Interviews will take place W/C 5<sup>th</sup> September 2022.

# Our Trust

Thank you for your interest in joining The Diocese of Coventry Multi Academy Trust, we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and will help you to begin your journey with us.

The Diocese of Coventry Multi Academy Trust was incorporated in 2013 and is one of over 2,700 Multi Academy Trusts in England. Highlighted as a leading diocesan Trust and a model of good practice by the Department for Education in 2016, the trust is now home to eighteen academies spread across the Diocese of Coventry. This scale makes us one of the top 150 largest Multi Academy Trusts in the country.

Our vision, "together, pursuing life in all its fullness", is based on John 10:10 and reflects the Church of England's vision for education. You will see this come to life in all of our academies every day. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but sets them in a wider framework. We offer opportunities for children to realise their God given potential and flourish.



Our strategy focuses on five core aims. Among these are the desire to offer an **excellent education** and to be an **employer of choice**. To work with us, you must aspire to be an outstanding colleague, be prepared to go the extra mile and be comfortable with high levels of accountability for the progress of over 4,000 children. You must be willing to share and learn. Above all else, you must like young people and aspire to make them outstanding citizens.

In return, we offer excellent working conditions, first class professional development for ambitious people, genuine career development and opportunities for growth. All of our teachers are offered membership of the Teachers Pensions Scheme and all support staff are offered membership of the Local Government Pension Scheme. In addition, there is a superb package of employment benefits, including access to the Cycle to Work Scheme, membership offers and retail discounts.

We are proud to tell people that an academy has never dropped an Ofsted grade under our management and our most recent SIAMS inspection resulted in an "excellent" judgement. But we are not standing still and you would be joining the trust at an important stage in our development. We are on the verge of another period of growth, we are reviewing our school improvement offer and our central support structure, and our pupil numbers continue to rise.

In short, we believe our Trust has a bright future and are looking for bright people to help us get there.

Thank you once more for your interest in The Diocese of Coventry Multi Academy Trust and in the position available. I hope that this introductory letter has given you a clear sense of our vision and I hope that this pack gives you a feel for what we need. We look forward to hearing from you and exploring your future with us through our selection process.

**Michael Cowland, CEO**

# Our Diocese

Church schools in the Coventry Diocese, work in partnership with their local Church to worship God, make new disciples and transform communities, whilst delivering excellent education. The schools' team at the Diocesan Board of Education support and equip local partnerships between schools, governors, parishes and clergy by:

- 'Championing the role of the Church in Education;
- Protecting and developing the historic Church investment in education;
- Promoting the establishment of new Church schools;
- Enabling Flourishing for all in Church School communities;
- Facilitating creative and flexible partnerships between schools;
- Encouraging collaboration to ensure excellence and distinctiveness across the family of Church schools;
- Supporting the professional development of staff, governors, clergy and church workers;
- Support the process of Academy conversions;
- Providing pastoral support to school leaders and governors

## April Gold, Diocesan Director of Education

### The distinctiveness and effectiveness as a Church of England school are outstanding

The headteacher's energy and passion inspire everyone to be the best they can be. Diocesan training and gaining Church of England middle and senior leadership qualifications ensure staff are very well prepared for Church school leadership. Light shines across the wider academy family through sharing expertise. Governors are extremely proactive. Managing the before and after school club is testament to their commitment. Robust monitoring and evaluation systems ensure governors fulfil their role of challenge and support regarding achievement. Keeping abreast of current Church school thinking ensures they holistically monitor the vision's effectiveness. (SIAMS 2019)

'I believe that schools are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.

The Diocese is proud of its Church of England Schools which educate about 17,000 children and young people. The headteachers, staff and governors strive to promote the highest quality in everything they do, living and working in the values of Jesus Christ every day. Our schools are a significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness to God's love for each person and reflect God's desire for the world to be a better place for us all to live in.'

**Bishop Christopher**



# Our Academies



**St Laurence's CofE Primary School**  
Old Church Road  
Coventry  
CV6 7ED



**St Oswald's CofE Academy**  
Addison Road  
Rugby  
CV22 7DJ



**St Bartholomew's CofE Academy**  
Bredon Avenue, Coventry  
CV3 2LP



**St Michael's CofE Academy**  
Hazel Grove  
Bedworth  
CV12 9DA



**Queens CofE Academy**  
Bentley Road  
Nuneaton  
CV11 5LR



**Leamington Hastings CofE Academy**, Birdingbury Road Hill,  
Leamington Hastings, Rugby  
CV23 8EA



**Stretton CofE Academy**  
Stretton Avenue  
Coventry  
CV3 3AE



**Leigh CofE Academy**  
Plants Hill Crescent  
Tile Hill, Coventry  
CV4 9RQ



**St James CofE Academy**  
Barbridge Road  
Bulkington, Bedworth  
CV12 9PF



**Salford Priors CofE Academy**  
School Road  
Salford Priors, Evesham  
WR11 8XD



**Harris CofE Academy**  
Harris Drive  
Overslade Lane, Rugby  
CV22 6EA



**All Saints CofE Academy LW**  
Warwick Road  
Leek Wootton, Warwick  
CV35 7QR



**St Nicolas CofE Academy**  
Windemere Avenue  
Nuneaton  
CV11 6HJ



**Burton Green CofE Academy**  
Hob Lane  
Burton Green, Coventry  
CV8 1QB



**Studley St Mary's CofE Academy**  
New Road, Studley  
B80 7ND



**Long Itchington CofE Academy**  
Stockton Road  
Long Itchington, Southam  
CV47 9QP



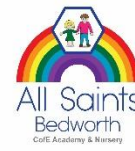
**St John's CofE Academy**  
Winsford Avenue  
Coventry  
CV5 9HZ



**Southam St James CofE Academy**  
Tollgate Road  
Southam  
CV47 1EE



**Central MAT Office**  
The Diocese of Coventry Multi Academy Trust  
St James' CofE Academy  
Barbridge Road, Bulkington,  
Bedworth, CV12 9PF



**All Saints Bedworth CofE Academy & Nursery**  
Off the Priors, Mitchell Road  
Bedworth  
CV12 9HP

# Cleaner

## Job Description

### CORE PURPOSE

#### Role Purpose:

To provide an efficient and effective cleaning service and work as part of a team and support other members of the cleaning team to meet the required high standards of cleanliness and school objectives.

#### Main Duties & Responsibilities:

- To carry out cleaning work to the required standard as instructed by the Business Manager
- To ensure that a high level of cleanliness is maintained throughout the school on a daily basis
- To empty bins and dispose of waste to the designated area
- Vacuum/wash/mop/ sweep floor areas
- To wipe down desks and chairs
- To dust and polish
- To regularly clean toilets, toilet areas and the replenishment of toiletries etc.
- To clean walls, glass and internal windows in accordance with safe working practices and Working at Height Regulations
- To ensure the cleaners' cupboard and equipment are kept clean and tidy
- To use cleaning materials appropriately and economically; to inform Site Manager when stocks are low
- To follow the appropriate instructions and COSHH regulations when using cleaning products and materials
- To be aware of their responsibilities for Health & Safety of themselves and others
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff 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. The post holder must comply with The Diocese and Academies health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and The Diocese and Academies' policies for safeguarding children and in particular is required:-

To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected  
To report to the DSL, or other appropriate manager, any concerns they may have that suggest that a child may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Equality:

Post holders will:

- be accountable for carrying out all duties and responsibilities with due regard to the MAT's Equal Opportunities Policy;
- ensure that duties which include processing of any personal data are undertaken within the corporate data protection guidelines;
- be aware of the implications of equality of opportunity which the subject raises;
- Engage with and ensure others engage with students and staff using positive language and challenge inappropriate behaviours and uniform in accordance with school procedures

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## **SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST**

As part of the Diocese of Coventry Multi Academy Trust staff will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

## **STRENGTHENING THE COMMUNITY**

Schools exist in a distinctive social context, which has a direct impact on what happens inside the school. School leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities



- Creating and promoting positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

## **SAFEGUARDING CHILDREN AND SAFER RECRUITMENT**

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. All staff play a role in this within the school and the post is subject to enhanced DBS disclosure, prohibition and disqualification checks.

**The Headteacher will ensure that:**

- The policies and procedures relating to safeguarding and safer recruitment and adopted by the governing body are full implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

## **ADDITIONAL DETAILS**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff 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 will be reviewed annually and the Headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

# Person Specification

		Measured By				
		Essential	Desirable	Application	Interview Process	References
<b>Personal Qualities, Qualifications and Experience</b>						
<b>Qualifications and Experience</b>						
1	Basic standard of literacy to read instructions	✓		✓	✓	
2	Ability to understand instructions	✓		✓	✓	
<b>Professional Experience and Knowledge</b>						
1	Experience of undertaking a range of cleaning duties		✓	✓	✓	
2	Previous experience in a similar post		✓	✓	✓	
3	Knowledge of Health and Safety Regulations		✓	✓	✓	
4	Knowledge of COSHH regulation		✓	✓	✓	
<b>Personal Qualities</b>						
1	Commitment to achieving high standards of cleanliness and hygiene	✓		✓	✓	✓
2	Ability to work without supervision	✓		✓	✓	✓
3	Willingness to work additional hours when needed		✓	✓	✓	✓
4	Willingness to be flexible	✓		✓	✓	✓
5	Willingness to undertake training if required	✓		✓	✓	✓
6	Willingness to maintain confidentiality	✓		✓	✓	✓
7	Trustworthy and reliable	✓		✓	✓	✓

I (**name**)  
 Job Description for the post of **Cleaner**.

hereby confirm that I have received a copy of the

Signed .....

Date .....