



**Candidate Information**  
School Cleaner  
St Nicolas C of E Academy

# About the Multi Academy Trust



## The MAT

The Diocese of Coventry MAT 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

## **About the Role**

The trust is looking to appoint an inspirational and highly effective Cleaner who is committed to supporting St Nicolas C of E Academy to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

The Academy joined the Trust in May 2014.

"Within a purposeful, stimulating and caring learning environment we aim to provide education of the highest quality for all pupils, enabling them to develop to the full, all their special abilities and talents, and to value themselves and others".

## **Applications**

Thank you for your interest in this post. Candidates are welcome to visit the school. Please contact Sharon Thorpe to make arrangements

Please note the closing date for applications is Sunday 3<sup>rd</sup> July 2022. Completed applications and supporting documents should be sent via email to [recruitment@stnicolas.covmat.org](mailto:recruitment@stnicolas.covmat.org)  
Interviews will take place week commencing 4<sup>th</sup> July 2022

The Diocesan Board of Education seeks to serve and equip the Church School family in a variety of ways. The Diocesan Director of Education, Canon Linda Wainscot, is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:

- 'be there' for our church school family and act as a central reference point supporting pastorally and professionally;
- Facilitate creative and flexible networking between schools;
- Promote excellence and distinctiveness within the family of church schools/academies and beyond;
- Share best practice collectively;
- Provide professional development for staff at all stages of their careers and for governors;
- Support the development of flexible partnerships;
- Promote the establishment of new church schools;
- Support the process of Academy conversions;
- Work in partnership with schools and other agencies to effect school improvement;
- Represent church schools to the wider church, to diocesan groups, in the press and in the public and community debate
- Ensure equality of opportunity including managing Admission Appeals;
- Protect the status of church schools and promote the importance and the continuation of the voluntary sector

**Linda Wainscot, DDE**

'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**

Students have a clear understanding of how the outstanding distinctiveness and effectiveness of the school as a Church of England school impacts on their development. Students and staff greatly value the Christian ethos of the school and are committed to its development and flourishing. Students have a mature understanding of the value of daily collective worship and the Student Worship Teams further demonstrate this by their dynamic leadership of worship in other local schools. A creative variety of approaches are used including lively contemporary songs, humour, drama, colourful puppets and resourceful leaders who are spontaneous in responding to questions and answers from the younger children. Effective planning for collective worship ensures all members of the school community can respond in appropriate ways. Students are actively engaged in form worship. They are rightly proud that the school is 'truly a worshipping community' and they are good advocates themselves in ensuring that what this means is understood throughout Rugby and in the wider diocese. **SIAS 2011**

# Our Academies



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

**Central MAT Office**  
Barbridge Road  
Bulkington  
CV12 9PF



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



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

## School Cleaner

### Job Description

#### CORE PURPOSE

To clean specified areas within school in accordance with school standards.

Work is undertaken under the guidance of the caretaker.

#### PRINCIPLE RESPONSIBILITIES

Clean toilets, bowls, sinks and basins  
Wipe down desks and chairs  
Vacuum and tidy classrooms  
Wash worktops/tables  
Wash/mop/sweep floors and wash wet areas  
Clean inside glazing  
Dust and polish  
Use buffer  
Strip and reseal floors (occasionally)

Undertake routine maintenance of equipment (e.g. vacuum bags )  
Empty bins and dispose of rubbish

Ensure safe and effective use and storage of all equipment

Be aware of Health and Safety at Work regulations and COSHH guidelines

#### QUALIFICATIONS / TRAINING AND LIKELY ABILITIES

No formal qualifications required, though literacy and numeracy skills required to be able to read instructions and work out simple measurements.

Able to operate equipment and use materials

Understands and can work to procedures, follow straightforward instructions and read labels.

Can understand and operate within regulations

Can identify straightforward solutions to simple problems, e.g. improving working methods, rearranging cleaning schedules

Can exchange straightforward information with colleagues and users

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

As part of the Diocese of Coventry Multi Academy

Trust the Midday Supervisor 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. The Midday Supervisor plays a role in this within the school and the post is subject to enhanced DBS disclosure, prohibition and disqualification checks.

St Nicolas Academy 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

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
<b>Qualifications and Training</b>						
1	Literacy skills (to be able to understand school policies and read instructions)		Y	Y	Y	
<b>Professional Experience and Knowledge</b>						
2	Previous cleaning experience		Y	Y	Y	Y
<b>Skills and Abilities</b>						
3	Ability to operate equipment and use materials		Y		Y	
4	Attention to detail and high standards		Y		Y	
<b>Personal Qualities</b>						
6	Positive and enthusiastic with a 'can do' attitude	Y			Y	Y
7	Punctual and a good time keeper	Y			Y	Y

I **(name)** hereby confirm that I have received a copy of the Job Description for the post of **Cleaner – St. Nicolas Church of England Academy**.

Signed .....

Date .....