

# Information Booklet

Cleaner



# A warm welcome from the Mast Academy Trust

Thank you for considering applying for this post within The Mast Academy Trust.

We genuinely believe that any of the schools within our Trust are wonderful places to work and develop your career.

We are a community of schools where relationships are positive, respectful and friendly. We consist of Birdsedge First School, Shelley First School, Kirkburton Middle School, Scissett Middle School and Scholes Junior and Infant School. We are an incredibly busy community of schools with lots going on all year round.

We are fortunate in having exceptional staff teams in all our schools who enthusiastically provide an engaging curriculum and a wealth of extra-curricular activities and experiences for our pupils to enjoy. Our schools, and the Trust, are supported by our dedicated and committed teams of Trustees and Governors.

As a community, we all work hard to ensure that pupils get the very best learning experience which supports them to achieve the very best outcomes.

We have a well-established passion for collaboration; working in partnership throughout the Trust and with a range of other alliances and as part of the Shelley pyramid of schools.

We would hope that what you read in the information pack and your wider research about the Trust and schools will encourage you to apply.



CEO – The Mast Academy Trust

## About the Trust

The MAST Academy Trust was established in December 2016 to build upon strong, existing partnerships around the pupils and families in our locality through academy status. The Trust currently comprises of five schools across the 4-13 years age range. We are a collaborative Trust, with all leaders supporting the development of MAST within the context of an Executive Leadership Team. Working strategically together, within our Pyramid of schools and with other services, we aim to transform provision and outcomes for pupils and their families.

*We want to support everyone to be the change they wish to see in the world. We understand that this is not about grand gestures, it's about helping individuals. Through a constant drive to enrich and develop our people, we can create a group of schools capable of achieving this goal. We remember this in everything we do, everything we say, every action we take, everything we promote. By keeping this focus, we aim to be an influential contributor to the world of education and an example to others.*

Our vision for our pupils, staff and schools at the Mast Academy Trust is not defined by a statement but a set of key principles; principles that when united reveals our overarching vision. As individual schools and a Trust:

- We celebrate **individuality**
- We **collaborate** for the good of our children and staff
- We **inspire** our children, and our employees to **achieve** their ambitions
- We all **learn** from our experiences
- We ensure a **safe** and **caring** environment for everyone

We commit to:

- Put the **children** at the heart
- Value all our **people** and respect their well-being
- Serve the **community** around us
- **Respect** different opinions and then unite together
- Be willing to **challenge** and accept challenge
- **Support** all areas within the MAST Academy Trust
- Adhere to the Nolan Principles

The Mast Academy Trust

c/o Scissett Middle School, Wakefield Road, Scissett, Huddersfield, HD8 9JX  
[www.themast.co.uk](http://www.themast.co.uk) | 01484 865444

# Joining the Trust

## Career Progression

The Trust is committed to developing all staff within their roles and creating opportunities for further career progression.

## Pension

Every employee of the trust and the schools part of The Mast Academy Trust has access to the Teacher's Pension Scheme or the Local Government Pension Scheme.

## Health and Wellbeing

As an employer we are committed to promoting and protecting the physical and mental health of all our staff. All employees in the Trust have access to a mental health and wellbeing service provided by Group Buy Scheme. The service provides counselling, medical and wellbeing support.

## Supportive Colleagues

Wherever you work within the Trust, in our school teams or collaborative teams, in a teaching or support role, there are leaders and colleagues there to offer support and guidance throughout your career at the Mast Academy Trust.

Our new colleagues receive a comprehensive induction; all our colleagues receive ongoing Continual Professional Development provided by the Trust or from external providers.

One benefit of being part of a trust is you can learn and share knowledge and experiences with colleagues from the other schools within the Trust.

## Equality

The Mast Academy Trust's aim is to attract people from diverse backgrounds to build on our inclusive culture and represent the communities we serve. We welcome applications from everyone regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

We are committed to inclusivity and will consider requests for flexible working including part time and job share arrangements, where the role allows. We are committed to promoting and protecting the physical and mental health of all our staff.

We adopt a 'name blind' approach to shortlisting. Recruiting managers will not have access to personal information, including your name and contact details, until a shortlisting decision has been made.

# Cleaner

## For The Mast Academy Trust

Organisation	Grange Moor Primary School
Job Scale	Grade 2 (£22,366.00 full time rate. This will be pro rata for term time plus 2 weeks).
Hours	10 hours per week 16:00-18:00 Monday to Friday
Type	Permanent
Job share	Not applicable
Location	The primary place of work shall be Grange Moor Primary School, you may be required to work at any school within the Trust.
Responsible to	Trust Site Manager

JOB CODE	CTCLEMAY24
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**The Mast Academy Trust and its members, trustees, governors, executive leaders and Headteachers are committed to safeguarding, promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place; it expects all staff and volunteers to share the commitment.**

**Appointments will be subject to an Enhanced DBS check.**



## Overview

Our employees are driven to achieve the best, are hardworking, respectful and thoughtful to each other and our pupils and are creative in their role – does this sound like you?

Flexible and proactive, with a positive approach you are open to new ways of working and keen to provide excellent standards of cleaning.

You will have a friendly and polite manner, enjoying the opportunity to contribute to the high standards of cleanliness within our schools and providing a safe school environment for all of our pupils and colleagues.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive, Honest, Respectful, Flexible, Communicative and Supportive.

## Basic Job Purpose

- To work as part of the Site Management team to ensure high cleaning standards are maintained within the School.

## Main Responsibilities - Cleaner

### Main Duties

- To be responsible for cleaning as directed by the Site Manager / Business Manager
- To use cleaning materials provided and as directed by the Site Manager / Business Manager
- To operate cleaning machinery in cleaning soft and hard surfaces eg Vacuum cleaners and, occasionally, polishers.
- General duties to include:
  - Vacuum cleaning hard and soft floors
  - Cleaning toilets and associated sanitary ware & ironmongery eg sinks, taps, flush handles
  - Mopping and spray cleaning hard floor surfaces
  - Dusting, damp wiping, washing or polishing furniture, ledges, window sills and external surfaces of cupboards, radiators and shelves
  - Undertake occasional wall washing or inside window pane cleaning
  - Washing / polishing door glass and ironmongery
  - Emptying and cleaning waste bins
  - Replenishing consumable items eg soap, toilet rolls, paper towels as required.
  - Reporting defects / hazards as required
- Deep clean processes as directed by the Site Manager / Business Manager

This list is not exhaustive and other duties may be allocated as required.

### Further Duties

- To carry out additional tasks deemed reasonable by your line manager, this may include any delegated responsibility within your working hours e.g. opening and securing the building
- To undertake performance management and to contribute to the programme as required / agreed.
- To undertake and commit to your continued professional development

### General

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show a commitment to ensuring that children and young people learn in a safe environment.
- Participate in relevant and appropriate training and development as required.
- Carry out your duties with due regard to current and future school / Trust policies, procedures and relevant legislation. These will be drawn to your attention as part of your induction and ongoing performance development and through school communications
- Promote and actively support the Trust's responsibilities towards safeguarding.

### Method of working

The Mast Academy Trust expects all staff to work effectively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, communicating with colleagues both formally and informally, offering guidance and information in accordance with Trust and School guidelines, policies and procedures when requested and contributing to the maintenance of the school environment. Employees are expected to make themselves aware of the relevant policies and procedures and are required to maintain confidentiality at all times.

### Public Relations

Considerable importance is attached to the public relations aspect of our work. Employees must project a positive image of the School and Trust at all times and through all activity.



## Person Specification - Cleaner

<b>E</b>	Essential	<b>A</b>	Application Form
<b>D</b>	Desirable	<b>T</b>	Test/Exercise
		<b>I</b>	Interview
		<b>R</b>	References

### Qualifications & Experience

<b>E</b>	Willingness to attend training as directed by the Academy Trust	<b>A</b>
<b>E</b>	Previous experience of cleaning or a role with similar duties	<b>A</b>
<b>E</b>	Previous experience of working in a cleaning role in a school environment	<b>A</b>

### Knowledge & Understanding

<b>E</b>	Ability to follow effective cleaning practices and procedures	<b>AI</b>
<b>D</b>	Understanding of C.O.S.H.H	<b>AI</b>
<b>D</b>	Understanding of safeguarding procedures including KCSE.	<b>AI</b>
<b>D</b>	Knowledge of Health and Safety working practices	<b>AI</b>

### Skills & abilities

<b>E</b>	Ability to communicate with a wide range of people	<b>ATI</b>
<b>E</b>	Ability to prioritise work and work in an organised manner	<b>AI</b>
<b>E</b>	Ability to build strong team working relationships.	<b>I</b>
<b>E</b>	Ability to work on own initiative to problem solve.	<b>AI</b>
<b>E</b>	Able to handle confidential information sensitively and with discretion.	<b>AI</b>
<b>E</b>	Ability to be flexible and adapt to the changing needs of the School	<b>AI</b>

### Personal Qualities

<b>E</b>	Operate with the highest standards of personal/professional conduct and integrity	<b>AI</b>
<b>E</b>	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the school.	<b>AI</b>
<b>E</b>	Willing to undertake training and continuous professional development in connection with the post.	<b>AI</b>
<b>E</b>	Work in accordance with the School and Trust's values and behaviours.	<b>AI</b>

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<b>E</b>	Willingness to undertake an enhanced Disclosure and Barring Service check.	<b>A</b>
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The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school(s).

# Application Details

Thank you for taking the time to read this pack.

## **Applying for the role of Cleaner**

If you wish to apply for the post of Cleaner then please complete the application forms found on [www.themast.co.uk](http://www.themast.co.uk)

Completed applications should be returned to:

Claire Gray

The Mast Academy Trust

C/O Scissett Middle School

Scissett

HD8 9JX

Your application can also be emailed to [recruitment@themast.co.uk](mailto:recruitment@themast.co.uk)

**The job code for this role is CTCLEMAY24 and should be included on the envelope if posting your application, or in the subject field if you are sending using email.**

If you would like an informal discussion with regards to the role prior to applying, please contact Mark Pritchatt on 07761340685 or [mpritchatt@themast.co.uk](mailto:mpritchatt@themast.co.uk)

## **Shortlisting**

As part of our safer recruitment process, references will be requested prior to interview. Only in exceptional circumstances will the school interview without references prior, where the candidate does not wish to notify their current employer; applicants must make this clear when submitting an application. Job offers will always be on condition of satisfactory references.

Online searches will be carried out for all shortlisted candidates therefore it is essential that your 'handles' are accurate to comply with these checks. The information will be treated as strictly confidential and shared with the recruitment panel to validate your suitability for the role that you have applied for. The scope includes relevant qualifications, whether a candidate poses a potential safeguarding risk or reputational damage for the school or trust. The information found may be explored at the interview stage. Data gathered will be recorded as appropriate and destroyed in line with the data protection policy.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered, prior to the date of the interview.

## **Equality Opportunity Monitoring**

The Mast Academy Trust wants to meet the aims and commitments set out in its equality policy and statement. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

We would appreciate it if you would complete an equal opportunity monitoring form by following (or by copy and pasting) this link

<https://forms.office.com/r/d2JqgY2K2u>

## Dates

The **closing date** for applications is **03.06.2024** at 11.00am.

The **interview date** is expected to take place on **06.06.2024**.

If we have not contacted you by the beginning of 04.06.2024 please assume that on this occasion your application has been unsuccessful.

The expected start date for the succesul candidate would be ASAP.

**Please accept this as acknowledgement of the time and interest you have shown.**

