

# Fowey River Academy

Windmill - Fowey - Cornwall - PL231HE

Headteacher: Martin Dale - BA (Hons) - NPQH



## School Cleaner

### APPLICATION PACK

Salary: £8.21 per hour  
Contract Type: Part Time  
Contract Term: Permanent

11-16 mixed comprehensive

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[www.fracademy.org](http://www.fracademy.org)

### School Cleaner

**Hours:** Part-time, Monday to Friday, 3.30 pm to 7.30 pm (additional hours during half terms)

The Headteacher is looking to appoint a flexible, reliable, enthusiastic and hardworking person to join our team as a Cleaner to maintain a high standard of cleanliness within classrooms, corridors, offices and toilets. This will require duties such as vacuuming, dusting and cleaning of washroom areas, tables and chairs etc. A good understanding of cleaning chemicals and equipment would be desirable.

We are looking for a team player who is trustworthy, reliable and self-motivated, with a 'can do' attitude who wants to become part of our community of professionals.

For further information and to apply, please download the relevant application pack from our website: [www.fracademy.org](http://www.fracademy.org). Please note CVs will not be accepted in place of an application form, but may be submitted in support of your application.

If you require an alternative format, please contact Justine Warmsley via the details below.

Leading Edge  
Academies Partnership  
is committed to  
safeguarding and  
promoting the welfare  
of students and  
expects all staff to  
share this commitment

For further information, please contact Justine Walmsley  
PA to the Headteacher at Fowey River Academy:

☎ 01726 833484 or email: [jwalmsley@fracademy.org](mailto:jwalmsley@fracademy.org)

**Closing date for applications:** 12 noon, Friday 31 January 2020

**Interviews:** w/c 3 February 2020

**Start:** As soon as possible

Please return completed application forms to Laura Sadler at the Leading Edge Academies Partnership, Boscathnoe Lane, Heamoor, Penzance, TR18 3JT

The successful candidate will be subjected to reference checks with previous employers and an enhanced DBS disclosure check.

## Welcome

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Dear Applicant,

Thank you for your interest in our academy. We hope that this letter and the attached information helps you to understand that we are working hard to make our academy stand out from the crowd; we intend to become a school of choice in the local area. To achieve this, Fowey River Academy is evolving, and fast.

We have recently joined a new MAT, the Leading Edge Academies Partnership. This is one of the top performing MATs in the country. You will be working for an employer who is absolutely committed to developing talent in staff, innovating curriculum delivery and ensuring that students soar and thrive. You are encouraged to view the MATs website, [www.leadingedgeacademies.org](http://www.leadingedgeacademies.org).

Fowey River Academy prides itself in values-based education. Relationships matter to us and we are influenced by our core values of 'Ethical, Excellence, Equity, Empathy, Evolution and Endurance', which guide all of our conversations and decision-making.

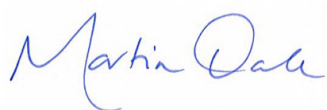
Therefore, the people we appoint are key to our future and, unsurprisingly, we are very clear about the type of colleagues we now need.

We have a strong sense of what we are about: 'We are Fowey' and I would like to explain to you our philosophy and approach.

FRA believes in a growth mind-set. Intelligence is not fixed and can and will be grown and nurtured. Our philosophy, as part of Leading Edge, promotes exploration and discovery. We are committed to the idea that everyone is capable of excellence - the first attempt at something is just that, a first attempt. We believe that failure only occurs when you stop trying or there are insurmountable barriers.

If this excites you and you want to work hard with us to develop your career, then we would love to hear from you.

Yours sincerely



Martin Dale  
Headteacher

## Notes to Applicant

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Dear Applicant,

### Application

If you wish to apply, please either email your application to Laura Sadler, Executive Assistant at [lsadler@leadingedgeacademies.org](mailto:lsadler@leadingedgeacademies.org) (copies of all the details are available online on our website under the 'Vacancies' section), or post your completed application form to the address below, together with a covering letter, clearly demonstrating your suitability for the role. Where possible, please also provide email addresses for your referees.

### Closing Date

Please ensure your application arrives before the closing date/time and that the post for which you are applying has been stated clearly on the application form. Applications received after the closing date will not be accepted.

### Interview

Interviews for the post will take place shortly after the closing date or as stipulated on the advertisement above. Please assume that if you have not heard from us within 2 weeks of the closing date that, unfortunately on this occasion, your application has not been successful.

Fowey River Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

The successful applicant will be required to undertake an Enhanced DBS Disclosure.

Leading Edge Academies Partnership  
Boscathnoe Lane  
Heamoor  
Penzance  
Cornwall  
TR18 3JT

Phone: 01736 352397

Web: [leadingedgeacademies.org](http://leadingedgeacademies.org)

## Job Description

<b>Post Title:</b>	School Cleaner
<b>Purpose:</b>	To provide a cleaning service for the Academy. Duties may include working in all types of rooms, including offices, classrooms, hall, corridors and toilets.
<b>Reporting to:</b>	Finance Manager
<b>Accountable to:</b>	Headteacher
<b>Working time:</b>	195 days per year. Full-time.
<b>Salary/Grade:</b>	£8.21 per hour
<b>Disclosure level:</b>	Enhanced

### MAIN (CORE) DUTIES

<b>Main tasks</b>	The specific nature and balance of these responsibilities will vary according to the needs of the Academy and may be shared.
<b>Main Duties and Responsibilities</b>	
<p>Normal duties will usually include the following:</p> <ul style="list-style-type: none"> <li>To be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards.</li> <li>Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards.</li> <li>Liaise with the Facilities Manager and other members of staff as required to ensure the cleaning rota operates smoothly around both Academy events and outside lets.</li> <li>Report cleaning supplies requirements and stock levels to the line manager.</li> <li>Ensure Health and Safety, quality and general procedure compliance.</li> <li>Work as part of a team and support other members of the cleaning team to meet standards and Academy objectives.</li> <li>The safe use of chemicals and cleaning materials as instructed, following health and safety guidelines and the use of Personal Protective Equipment (PPE) where appropriate.</li> <li>To operate cleaning machinery in cleaning soft and hard surfaces eg vacuum cleaners and polishers.</li> <li>To maintain all Academy standards of hygiene and safety of all cleaning equipment and cleaning cupboards in your charge.</li> <li>To report any hazards, defects and any relevant factors of building or environment safety that may be detrimental to safe working practices and normal school operations, immediately to the Site Manager.</li> <li>To report any hazards, defects and any relevant factors of breakdowns of equipment that may be detrimental to safe working practices, immediately to the Site Manager.</li> <li>Duties to include the following: <ul style="list-style-type: none"> <li>Vacuum cleaning hard and soft floors</li> <li>Spot cleaning of spillages</li> <li>Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass</li> <li>Emptying and cleaning bins</li> <li>Cleaning toilets, including sanitary fittings and surrounds</li> <li>Mopping and spray cleaning hard floor surfaces</li> <li>Wiping and polishing and straightening furniture</li> <li>Replenishing consumable items (soap, toilet rolls, paper towels) as required</li> </ul> </li> </ul>	

- Checking and closing windows, switching off lights after work
- Such other duties as may be allocated from time to time

**Note:** *During periods when the Academy is closed, routine cleaning is undertaken throughout the Academy. This may include stripping and sealing floors, high level dusting, wall washing etc.*

### Other Specific Duties

- To remain and adhere to the Trust's Safeguarding Policy and child protection procedures.
- To play a full part in the life of the Academy community and to support its distinctive mission and ethos.
- Be responsible for your own continuing self-development, undertaking training as appropriate.
- To be aware and adhere to applicable rules, regulations, legislation and procedures eg the Trust Equality and Diversity Policy, Staff Code of Conduct, national legislation and GDPR Data Protection Regulations.
- To comply with the Academy's Health and Safety Policy and undertake Risk Assessments as appropriate.

### As a restorative organisation we:

- Apply the principles of mutual respect and responsibility in all our internal and external relationships.
- Actively work to prevent, address and repair harm.
- Engage in continuous learning to further develop our communication and problem-solving skills.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

## Person Specification

Essential	Desirable
A commitment to safeguarding children and young people and an awareness of current national legislation relating to safeguarding and child protection.	
Experience of undertaking a range of cleaning duties	
Educational achievements, qualifications and training: <ul style="list-style-type: none"> <li>• Able to communicate clearly and follow instructions</li> <li>• Agreement to undertake a Disclosure and Barring check</li> </ul>	
Equal opportunities: <ul style="list-style-type: none"> <li>• An understanding of and commitment to equality of opportunity</li> </ul>	
Job-related knowledge, aptitude and skills: <ul style="list-style-type: none"> <li>• Ability to prioritise work</li> <li>• Ability to manage time effectively</li> </ul>	Experience of cleaning  Some knowledge of Health and Safety Regulations, as they relate to the operation of cleaning equipment and the dilution of cleaning materials
Personal attributes: <ul style="list-style-type: none"> <li>• Ability to communicate with a wide range of people</li> <li>• Initiative and the ability to work without supervision</li> <li>• Work as part of a team</li> <li>• Be flexible to the changing demands of the post</li> <li>• Willingness to clean any area of the school as requested by the caretaker</li> <li>• Willingness to take personal responsibility for the standard of work carried out</li> <li>• Willingness to participate in further training and development opportunities offered by the Academy to further knowledge</li> <li>• Willingness to maintain confidentiality on all Academy matters</li> </ul>	<ul style="list-style-type: none"> <li>• Positive outlook</li> <li>• Good sense of humour</li> </ul>
Must have high standards of cleanliness	
Must be able to meet the physical demands of the role and be able to manage some heavy lifting	