

Holbrook

School for Autism

Where learning comes to life

CLEANER/KEY HOLDER

Grade 03 (Point 02) £5,198 to £5,315 per annum
(£11.59 per hour, pending NJC Pay Award 2024-25)

Part-time, 10 hours per week

39 weeks per year

CANDIDATE INFORMATION PACK



What's included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome
- About us
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The Cleaner position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very exciting time.

We are eager to appoint an enthusiastic Cleaner to work under the direction of the Assistant Site Manager, operating individually and as part of a team cleaning designated areas at our brand new site at Whitemoor, Belper, to ensure the learning environment is kept in a clean and hygienic condition.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

For further information, please contact Gail Edmonds, Holbrook School for Autism, on 01332 880208, via email to gedmonds@holbrookschoolforautism.co.uk or visit our website at www.esteemmat.co.uk/vacancies

I wish you well in your application.

Yours faithfully



Julian Scholefield
Chief Executive Officer

About Esteem Multi-Academy Trust

Esteem MAT was formed in 2018 and now consists of thirteen academies from the East and West Midlands. Many of our pupils have special educational needs and/or disabilities or are disadvantaged. Therefore, inclusion is our watchword, and our vision is for Esteem to be a learning community of excellence for SEND and alternative provision in the Midlands. However, we want mainstream schools to join us too as they have many pupils with SEND or who are disadvantaged. We want all our pupils to achieve their full potential whatever type of school they attend.

Our vision is to be a Trust that:

- Leads and supports our academies to provide the highest standards of education and development for all our pupils
- Enables academies with a shared sense of purpose to benefit from alignment whilst maintaining individuality
- Provides a strong, collective voice for our academies at a local and national level
- Delivers support and SEND expertise to our academies and other schools and local authorities

Our vision will be delivered via our three core strategic aims. Everything we do should be ultimately focused on doing these three things well:

- We will provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world.
- We will deliver high standards and value for money from our support services, resources, estate and technology.
- We will invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice
- Our people are our most valuable resource. We invest in them by providing high-quality specialist training, and opportunities to collaborate and develop their careers within Esteem.

We greatly value each school's unique identity, which reflects the diverse needs of the pupils. It is also important to us that our pupils feel they belong to their school community. This is why we believe that our schools need strong leaders and governors who understand their local context. Being part of a family of schools in a trust brings the added benefits of support and collaboration. We know that sharing ideas and working together are the best ways for our schools to continue to improve for the benefit of all our pupils.

Welcome from the Headteacher



Dear applicant,

Thank you for your interest in the post of Cleaner at Holbrook School for Autism. I am very pleased that you are considering applying to work in a successful, fun and innovative special school.

Every autistic child and young person at Holbrook has individual needs and abilities. As a staff team, we are passionate about working with students with autism, enabling our students to overcome challenges and make the most of life's opportunities by preparing and supporting each one of them to be active citizens in the wider community.

As Headteacher, I am committed to promoting emotional wellbeing and positive mental health, we embed a culture which values the happiness and emotional welfare of all our students, staff, parents, and stakeholders. We were awarded the Wellbeing Award for Schools which recognised the fantastic work we do as a school.

As well as making a positive contribution to the lives of our students, we can offer you:

- A supportive, collaborative, and friendly staff environment in a rural school setting where you will have the chance to make a real and positive impact on the lives of Holbrook School for Autism's students.
- Professional and continuous training programmes and a supportive career progression.
- Generous pension schemes (Teachers'/ LGPS Pension Scheme)
- A range of health and wellbeing services through Westfield Health
- Free, on-site car parking
- School social events
- A commitment to staff well-being.

We welcome applications from candidates who, having read the application pack, feel they have the necessary skills and experience to fulfil the role. The closing date for applications is 08 September 2024 (23:59).

Interviews for this post will be held during WC 09 September 2024.

I wish you well in your application.

Yours faithfully,



Sam Bayliss
Executive Headteacher
Holbrook School for Autism

About Holbrook School for Autism

Holbrook School for Autism provides specialist education and care for students with a diagnosis of autism aged 4-19, split over two sites in Holbrook and Belper; there are currently 155 students on roll. We also have a residential facility based at the Holbrook site that provides accommodation for up to 28 students a week, 7 per night, Monday to Thursday term time only.

The main cohort of our students have autism with profound learning difficulties and can present extremely challenging behaviour. The academy practices 'Team Teach', a holistic approach to behaviour support and interventions.

In addition to the main school, we also have a provision known as 'The Hub', which supports primary aged students with autism who can be working at age-related expectations. These students are currently unable to access mainstream school due to complex needs and behaviours and may have additional mental health needs.

Based in a rural area, Holbrook site has expansive grounds housing specialist climbing equipment for the younger students, trampolines and outdoor gym equipment. It also has access to a wooded area enabling us to provide Forest Schools.

The Belper site accommodates six classes of students aged 14-19. The town location allows for community cohesion, work experience opportunities and has good access links enabling students to participate in travel training. The role advertised is for a cleaner to work across two classrooms, toilets and staff area in our newly acquired building on John O'Gaunts Way.

We provide a personalised curriculum, designed to address the holistic needs of our students. Students have identified differentiation as part of their 'My Plan' and individual timetables as appropriate, as well as working on the key skills of literacy, numeracy, and all the national curriculum subjects.

Situated in Derbyshire, most of our students live within the county including a significant number from Derby City. We also accept a small number from Staffordshire, Leicestershire and Nottinghamshire.

Further information about our academy can be found on the website www.holbrookschoolforautism.co.uk

The advertisement

Job Title: Cleaner

Location: Holbrook School for Autism, John O'Gaunts Way, Belper, DE56 0DB

Grade/Scale: Grade 03 (Point 02) Actual Salary £5,198 - £5,315 per annum (£11.59 per hour, pending NJC Pay Award 2024-25)

Start date: ASAP

Contract: 10 hours per week, 39 weeks per year (TTO)

The Holbrook School for Autism is a specialist school for children & young people aged 4-19 with autism and associated difficulties.

Reporting to the Assistant Site Manager and School Business Manager, the successful candidate will be required to ensure effective and efficient cleaning in an assigned area at our Belper site. Applicants should be able to work as part of a team.

Working hours to be agreed, however likely to be 3.45pm to 5.45pm daily.

Benefits include: Local Government Pension Scheme, Westfield Health membership and free parking.

For further information, please contact Gail Edmonds, Holbrook School for Autism, on 01332 973224, via email to gedmonds@holbrookschoolforautism.co.uk or visit our website at www.esteemmat.co.uk/vacancies. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

Closing date for applications: 08 September 2024 (23:59)

Interview date: WC 09 September 2024

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Job Description and Person Specification

Job Description: Cleaner – Belper Site

Esteem Multi-Academy Trust

Post Title:	Cleaner/Key Holder – Belper Site
Location:	Holbrook School for Autism – (Belper Site primarily and Holbrook as required)
Purpose:	<ul style="list-style-type: none"> To ensure the cleanliness and general appearance of the site are maintained according to the require standards. To ensure support with Health and Safety and compliance checks as required.
Reporting to:	Site Manager/Senior Premises Staff/SBM
Responsible for:	N/A
Liaising with:	Staff and Visitors
Working Time:	10 hours, 39 Weeks per year (Term Time)
Salary/Grade:	Grade 4 £5,198.25 - £5,315.34 per annum
Disclosure level	Enhanced DBS
To Achieve the Above	<p>Corporate responsibilities:</p> <ul style="list-style-type: none"> To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust. To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person. To contribute to a culture of continuous improvement. To comply with all reasonable management requests. <p>Key responsibilities:</p> <p>General</p> <ul style="list-style-type: none"> Ensure the cleanliness of the Belper Site building including floors, emptying of bins, surfaces and general. Securing and alarming the building at the end of the day. Support the ethos of the school by promoting a pride in the appearance of the building and grounds. <p>Health and Safety</p> <ul style="list-style-type: none"> Adhering to Risk Assessments and Safe Systems of Working Stock-take and order requirements for cleaning supplies required for the site.

	<ul style="list-style-type: none"> • Taking reasonable care for the health and safety of self and of other persons who may be affected by your activities in accordance with the provisions of Health and Safety legislation. <p>Site responsibilities</p> <ul style="list-style-type: none"> • Have a proactive and reactive approach to maintenance for the buildings and grounds. • Support the site manager in ensuring the maintenance of the security of the building and grounds including the intruder alarm system, fire alarm system.
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OTHER GENERIC RESPONSIBILITIES:

<ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees 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 will be working in a developing environment and will therefore be expected to undertake other appropriate duties as required for the effective operation of the Trust • The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition 	
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This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification: Cleaner/Key Holder Esteem Multi-Academy Trust

EXPERIENCE		
Experience		
Desirable		<ul style="list-style-type: none"> • Has experience of professional cleaning • Has experience of working in a school environment
Skills and abilities		
Essential		<ul style="list-style-type: none"> • Excellent organisational skills including ability to prioritise and meet deadlines • Ability to work independently • Ability to work on your own initiative • Effectively manage your own time • Has the ability to liaise with and communicate with a range of different stakeholders • Ability to set and maintain high standards
Desirable		
Personal attributes		
Essential		<ul style="list-style-type: none"> • Excellent time management • Can demonstrate the ability to work well as a team member and independently • A flexible approach to working hours
Desirable		
Other		
Essential		<ul style="list-style-type: none"> • A commitment to uphold and promote equality of opportunity • Demonstrates an understanding of Safeguarding issues relevant to the post

Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT. Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT. Our Safeguarding and Child Protection Policy can be found on the Esteem MAT website: <https://www.esteemmat.co.uk/policy-documents/>

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2023' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

Application process and timeline

Application forms are available on our website at <https://www.esteemmat.co.uk/vacancies>.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

Closing date for applications: 08 September 2024 (23:59)

Interview date: WC 09 September 2024

For further information, please contact Gail Edmonds, Holbrook School for Autism, on 01332 973224 or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted.