



GREENSHAW
LEARNING TRUST



Cleaning Assistant Recruitment Pack

**ALWAYS
LEARNING**

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Dear Candidate,

Thank you for your interest in the exciting role of Cleaning Assistant at The Brakenhale School.

The Brakenhale School is an 11 to 19 mixed comprehensive school situated on the southern side of Bracknell town centre. Our brand-new campus is now fully open and has created a fantastic environment in which our students can learn and flourish. Our core belief is 'High Expectations and Challenge' and it underpins everything that we do. This commitment to high standards and outstanding teaching has led us to become the school of choice for parents in Bracknell Forest and being an integral part of our local community is something that we value.

The Brakenhale School joined the Greenshaw Learning Trust in 2016 and was subsequently graded 'Good' with outstanding features at its last Ofsted inspection in 2019.

This is an exciting opportunity for a suitable individual to join our community at The Brakenhale School and ensure that our vision of increasing the life chances for our students continues, both within our school, and across Greenshaw Learning Trust.

Greenshaw Learning Trust has, at its heart, effective collaboration, and the sharing of the very best practice, not only throughout the organisation, but across and with other like-minded educational organisations. This leads to further improvement in the life chances of as many young people as possible.

The Greenshaw Learning Trust website www.greenshawlearningtrust.co.uk provides a clear picture of our aspirations and our vision for schools within the Trust; however, please do not hesitate to contact us to seek further information.

I would also encourage you to visit our website www.brakenhale.co.uk to find out more. We do welcome visits to the school prior to application. If you would like to arrange a visit or if you would like any further information, please contact Anna-Marie Elsey, HR Manager, on aelsey@brakenhale.co.uk.

I enclose a recruitment pack and I look forward to receiving your application.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Yours faithfully
Jane Coley
Headteacher - The Brakenhale School

Greenshaw Learning Trust – ‘Always Learning’

The Greenshaw Learning Trust is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We believe that we are all ‘Always Learning’.

Each school in the Greenshaw Learning Trust is led by its own leadership team and a local governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure to ensure that they achieve real benefits from collaboration and receive the support that they need. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders and joint training and development, supplemented by a shared service team of specialist pedagogical and support service experts. Our shared services provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, family liaison, therapies, data management, estates and facilities, finance, HR, catering, and governance.

From its establishment in 2014, the Trust has grown significantly and currently employs around 2,150 people and educates over 14,000 students. We have approval to open a new secondary school and secondary special school in South London and we are planning to grow further over the coming months and years.

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The Greenshaw Learning Trust recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government or Teachers Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Car Benefit Scheme.
- My Health discounts.
- Health Shield voluntary Healthcare scheme.

Catering Assistant Job Description

Main purpose of the role:

To provide catering facilities as part of a team for staff, students and external visitors. Each Catering Assistant will be responsible for the general duties list and specific duties assigned to them under the direction or instruction of senior staff.

The Cleaning Assistant will be line managed by the Cleaning Team Leader.

- demonstrate a passion for education and a desire to improve the life chances of all students.
- adapt rapidly to the challenge of building on the existing strengths of the school to achieve all round excellence in teaching and learning.
- maintain the school's ethos of diversity, inclusivity and equality of opportunity.

Salary: **Grade K Spine Point 1 £9.57 per hour**
Various hours required morning and afternoon – shifts are 2-3 hours long and will be between 6am-8am and 3.30pm-6.30pm.
Some holiday work may be required and this will be paid on an additional timesheet basis
Fringe pay scale

Responsibilities:

The Cleaning Assistant will:

1. Be responsible for ensuring the cleanliness of the school and maintain high and consistent standards.
2. Take initiative to perform cleaning and tidying tasks that require attention as part of the high standards.
3. Liaise with Cleaning Team Leader to ensure the cleaning operates smoothly around school events and lettings.
4. Report cleaning supplies requirements and stock levels to the Facilities Manager.
5. Ensure Health & Safety, quality and general procedure compliance.
6. To adhere to the Child Protection policy and procedures.
7. Work as part of a team and support other members of the facilities team to meet standards and school objectives.
8. Report any Health & Safety issues to the Cleaning Team Leader.
9. To participate in any whole school activities as reasonably requested.
10. Carry out tasks as reasonably required by the Headteacher & Facilities Manager.

Person specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
Training, Qualifications and School Experience: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:		
	<ul style="list-style-type: none"> • Previous training in cleaning large establishments 	
Experience: In their statement of suitability and during the selection process, candidates will demonstrate that they have experience in:		
	<ul style="list-style-type: none"> • Experience of working in a cleaning role • Excellent knowledge and understanding of current Health & Safety regulations • Good understanding of waste disposal regulations • Ability to use a range of cleaning equipment 	<ul style="list-style-type: none"> • Working in an educational environment • Ability to use ICT
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> • High expectations of presentation • Developing and maintaining good relationships with colleagues • Good or outstanding in current role • Able to work constructively individually, and as part of a team under pressure • Good literacy/numeracy skills • Good oral and written communication skills • Strong commitment to the values and ethos of the school • Able to work effectively with, students, parents, teaching staff, senior managers within the school as well as with colleagues in external agencies • Ability to prioritise workload and organise time effectively to meet deadlines • Ability to work under pressure, in a busy environment with many interruptions • Punctual • Approachable • Excellent attention to detail 	<ul style="list-style-type: none"> • Quick to adapt and take on new initiatives • Willing to undertake further training which may be required

	<ul style="list-style-type: none"> ● Flexible and enthusiastic ● Resourceful, creative and enthusiastic ● Ability to take instruction ● Ability to multi task 	
<p>Professional Knowledge and Understanding: In their statement of suitability and during the selection process, candidates will demonstrate professional knowledge and understanding of:</p>		
	<ul style="list-style-type: none"> ● Ability to meet physical demands of the role ● Participate in training and development opportunities ● Must be open to coaching and mentoring ● To understand and comply with the requirements of the Health & Safety at Work Act 1974 ● Ability to work cooperatively and supportively within the team in line with the Code of Conduct 	

The Recruitment Process

1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website <https://www.greenshawlearningtrust.co.uk/join-us/staff>. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application. CVs should not be submitted.

Applications must be received no later than **9:00am on Friday 10th September 2021**. Applications received after this date and time will not be considered.

Please note: we reserve the right to close the position early in the event of a large number of applications.

2. Shortlisting

Shortlisting will be finalised on **13th September 2021**. Shortlisted applicants will be invited by telephone to attend a formal interview process. Please make sure you have clearly indicated day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting if consent has been provided.

3. Interview Process

First stage Interviews will be held on **Thursday 15th September 2021**.

4. Taking up post

The successful applicant will take up post on **as soon as possible after this date**.

For further information, please contact Anna-Marie Elsey, HR Manager: aelsey@brakenhale.co.uk