



Applicant Pack

Cleaning Assistant

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ACADEMIC EXCELLENCE, AMAZING EXPERIENCE.

Part of the Trinity family of academies and schools



A welcome from the Principal

I am delighted that you are interested in working at our inimitable academy. Trinity Academy St Edward's opened our doors in September 2021 to our founding cohort of students. We are the only mainstream secondary school ever to be awarded Outstanding in all areas by Ofsted (May 2024).

This is an exciting and truly unique opportunity to be a key part of shaping the academy's journey from early conception. The academy is part of Trinity Multi Academy Trust and we are very fortunate to benefit from outstanding support, guidance and resources from our highly successful trust. While benefiting from being part of this family we continue to embed our culture and ethos every day, ensuring every child achieves academic excellence and has an amazing experience.

The academy serves communities from across Barnsley and no matter what the starting point of our children, we raise their aspirations and change their futures by achieving outstanding outcomes and creating lifelong memories. Our broad and balanced curriculum, with a STEM focus, opens our students' eyes to what the world can offer, and genuinely wide ranging extra-curricular experiences dovetail this.

We now have a fantastic opportunity for a Cleaning Assistant to join our friendly team. In this role you will carry out efficient cleaning of the building and the site to a high standard. You will also support the Premises Manager in caring for the premises and our furniture, fittings and equipment to ensure the physical environment of the premises and grounds is outstanding for learning.

We offer a fantastic CPD package for all staff and have an active wellbeing charter in place and a dedicated staff wellbeing team. This is an exciting opportunity for someone who loves working with children and feels they can make a difference to their lives. In September we moved into our new £25 million, 18-acre new build, bringing with it state-of-the-art facilities – there is no limit to what this role can offer now, and in the future. It will most certainly contribute to changing the lives of the children of Barnsley.

I am delighted and privileged to lead the academy and serve the communities of Barnsley. I am passionate about the future of the academy, its staff and students, and the change that we can make to the lives of the people of Barnsley. Our values of respect, honesty, empathy and responsibility embody all we do in creating a happy, successful and ambitious culture at TASE.

Mark Allen



Principal



Trinity Academy St Edward's

Due to an increase in population in Barnsley, particularly in young people of school age, the need for a new secondary school is prevalent. In 2019, Trinity Multi Academy Trust was selected by the Department for Education as the sponsor for a brand-new school.

Trinity MAT is proud to have transformed the life chances of thousands of students across its existing academies, and we are equipped and eager to do the same for those in Barnsley. Our MAT core values of Empathy, Honesty, Respect and Responsibility run through all aspects of academy life. We welcome students of all faiths and none, these values relate to everyone regardless of faith or background.

Drawing from the success and expertise of organisations across our high performing MAT, we will ensure that children are supported both academically and pastorally to secure the brightest of futures.

Our secondary schools consistently achieve academic results which place them in the top 10% of highest performing schools in the country and receive national and international recognition for the quality of their provision. This success will be replicated at Trinity Academy St Edward's where every young person will benefit from outstanding teaching and an inspirational curriculum.

For more information about Trinity Academy St Edward's please visit stedwards.trinitymat.org

For more information about Trinity Multi Academy Trust please visit www.trinitymat.org



'An academy where ALL are respected and valued.'

We are a courageous, resilient and positive community rooted in hope, aspiration and excellence. Together, we enable each other to be the best we can be.

"The one who gets wisdom loves life; the one who cherishes understanding will soon prosper." Proverbs 19:8

CORE VALUES



EMPATHY

If we are to truly be an inclusive community where we care for one another, we must understand the challenges we face. We show an understanding of emotions and why certain emotions may be shown, we then work together to help our community overcome any barriers they face.



HONESTY

We are honest about our actions and aspirational for ourselves and others. We are not perfect, and we will make mistakes from time to time. We own up to these; we are honest about our actions and then we learn from them. If we are to be trusted and given responsibility, then we must be honest in our actions and behaviours.



RESPECT

We respect each other's views and ways of life; we respect the differences we have, but also our individuality. We respect the adults in the academy. Rules are made to keep us safe, to help everyone to learn, and to keep our academy a purposeful and enjoyable place to be. Respect is paramount in the classroom, in our building and our community.



RESPONSIBILITY

We are all responsible for the way we act, how we learn and the way we try to be the best we can be. A responsible student will succeed, and a responsible member of the community will be well respected. A responsible member of our community will stand up for one another and speak out against prejudiced views and challenge unacceptable behaviour towards one another.

Job Description

Job Title: Cleaning Assistant

Job Scale: Scale 1c (Point 3)

BASIC JOB PURPOSE

- To support, undertake, and carry out efficient cleaning of the building and the site.
- To support in caring for the premises and its furniture, fittings and equipment, to ensure the physical environment of the premises and grounds is satisfactory for learning.
- To carry out certain technical and administrative duties to ensure smooth and safe running of the building and site.
- To undertake, and carry out, certain cleaning work to a high standard to ensure the smooth and safe running of the building and site.

This role will involve manual labour, including moving furniture, fittings and cleaning equipment. Full Health and Safety training will be given.

Reporting to: Premises Manager

Responsible for: n/a

MAIN RESPONSIBILITIES

1	To support the Premises team to maintain the buildings and amenities of the academy, carrying out all cleaning, as directed; ensuring that specified standards are achieved.
2	Carry out internal and external cleaning as directed, including where applicable, grounds and outdoor areas, toilets, internal glass, walls, removal of graffiti, and undertaking defined holiday cleaning duties.
3	To work in areas, as directed by the Cleaning Supervisor / Premises Manager
4	To maintain and regularly monitor Health and Safety standards, reporting any failures to comply with the Academy's statutory obligations in this area and ensure that all work on site meets Health and Safety Regulations.
5	Report to the Cleaning Supervisor / Premises Manager any deficiencies in the cleaning service or cleaning equipment.
6	Refill cleaning supplies, such as; toilet paper, soap, sanitary requirements, hand towels and other drying facilities.
7	Responsibility for maintaining constant awareness of the physical condition of the building, furniture and equipment, and where appropriate report facilities in need of repair.

Other Specific Duties:

- To continue personal professional development as required.
- To uphold and promote the academy's Christian vision.
- Attend staff and other meetings and participate in staff training and development events as required.
- To actively engage in the performance review process.
- All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee's current salary.
- To work in the best interests of the Academy, students, parents and staff.
- To adhere to the Academy's policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety.
- To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role.

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.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

PERSON SPECIFICATION

Job Title: Cleaner		
KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Experience	• basic numeracy and literacy skills • cleaning or site maintenance experience • experience in a cleaning role (paid or unpaid)	
Knowledge & Understanding	• understanding of safety and security • knowledge of Health and Safety processes and procedures	• understanding of Safeguarding and Child Protection issues
Skills & Abilities	• work as an effective team member and apply given instructions • able to apply written and verbal instructions to equipment • practical cleaning skills • able to organise, plan and complete tasks • able to work as part of a team • high personal standards and able to provide a role model for students and staff • seek support and advice when necessary	• willingness to develop own understanding through advice and training
Personal Qualities	• enjoyment in working with young people and families • an excellent record of attendance and punctuality • prioritise and manage own time effectively	• reliability, integrity and stamina • respect confidentiality