



Henlow Church of England Academy Application Pack

Cleaner



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Welcome

Dear Colleague,

Thank you for expressing an interest in applying for the position of Cleaner at Henlow Church of England Academy. We are very excited about the appointment, convinced that it offers the right person a wonderful opportunity as a cleaner to start at the beginning September 2021.

We have just over 710 pupils on roll across Years 5 to 8 and enjoy strong links with our feeder lower schools of All Saints, Derwent, Langford, Meppershall and Raynsford. Each year pupils also join us from a wider range of schools including children of military personnel and families wishing to continue their links with the church. Our vibrant sense of community and 'Henlow Values' really come alive on a daily basis.

Our staff comprises of 38 teachers and 49 support staff. The Senior Management Team is substantively the Headteacher, two Deputy Headteachers, two Assistant Headteachers, the SENDCo, the School Business Manager, the Operations Manager and a School Leader in Education.

The school's commitment to learning extends to staff as well as pupils: there is a well-developed structure for NQTs and other new members of staff, and a strong culture of ongoing professional development among our teaching and support staff. We are continually looking to develop innovative approaches to learning with an increasing focus on collaborative learning.

The school is going through an exciting period of change as we are in the process from a middle school, Years 5—8, to a secondary school Years 7—11. This is an area wide initiative and for an interim period of time we will become an extended secondary school accepting pupils in Year 5 and retaining them until the end of their GCSE's in Year 11. In September 2021 we will be accepting our first Year 9 pupils and will take them to GSCE in the following years. To support this there will be new buildings and a refurbishment of our existing accommodation to allow us to provide a full GCSE curriculum.

The successful candidate should be a hardworking, energetic and motivated individual who is willing to develop their expertise, take on new challenges, embrace change and is keen to join our developing team of committed professionals.

The application form is available on our website www.henlowacademy.co.uk or from Mrs Janice Marshall who can be contacted via the school office, 01462 813733 or on email: jmarshall@henlowacademy.org.uk

The closing date for applications is **Friday 9th July** with interviews taking place the week commencing 12th July.

If you would like to find out more about the school or position, or to organise a visit, please feel free to email Mrs Marshall at the above address.

I know the time and commitment required to go through the application process for a new post. If, having considered the supporting documents you feel you have the necessary qualities we require, I would be delighted to receive your application.

Yours sincerely,



Caren Earp



The school operates safer recruitment practices and the successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service (DBS).

About Henlow Church of England Academy

Academic Results — 2019

We are extremely proud of our exam results at Key Stage 2 and the progress our pupils make during their journey at Henlow Academy, with reading, writing and maths all being above the national average standard.

	% achieved expected standard		
	Henlow (provisional)	National	Local Authority (provisional)
Reading	79%	73%	71%
Writing	86%	78%	77%
Maths	85%	79%	77%
GPS (Grammar, Spelling & Punctuation)	79%	78%	N/A
Combined (Reading, Writing & Maths)	71%	65%	61%

Ofsted

We were one of the first schools in the country to be judged according to Ofsted's new framework and in September 2019 we were judged Good overall and in all areas.

In their report the inspectors note that pupils are polite, mature and considerate towards each other, they achieve well and feel safe and happy in school. They recognised our broad curriculum and specialist teachers;

***'The school's curriculum contributes strongly to pupils' wider personal development'.
'(they) have the knowledge and skills needed to teach a range of subjects'.***

Ofsted September 2019

SIAMS

In July 2017 we were judged 'outstanding' in our SIAMS (Statutory Inspection of Anglican Methodist Schools). We are the only middle/secondary in Bedfordshire to receive this grading in a church inspection.

'In keeping with its Christian underpinning the school knows and treats pupils as individuals, recognising and celebrating their various gifts and talents well'

SIAMS July 2017

Curriculum

The Curriculum at Henlow Church of England Academy is designed to meet the needs of all children and provide for the full range of abilities. It has been carefully constructed to ensure that pupils encounter a balanced and wide range of learning experiences, as well as accommodating the requirements of the National Curriculum.

Key Stage 3

YEAR 7 - 9

In Key Stage 3, the learning opportunities are increased to focus on science, languages, history and geography to strengthen the foundation for future learning in KS4. In addition, pupils are offered a wide range of option choices which are varied in Year 7 and 8 and focused on the theme of 'community' in Year 9. In Year 7 and 8 pupils are taught options lessons in mixed year group classes which adds to our community feel.

Key Stage 4

YEAR 10 - 11

In preparation for Henlow's conversion to an extended secondary we have constructed a draft curriculum. Key Stage 4 combines compulsory study with a wide range of options to allow pupils to build a personalised programme suitable for their needs and ambitions. As a Church of England school with a community focus, we feel it is important for all pupils to continue to benefit from the study of religious education and a modern foreign language - forming part of the compulsory offer. In addition, pupils will benefit from a range of subjects they can select from.

'The school's curriculum contributes strongly to pupils' wider personal development.'

Ofsted September 2019

Our Mission Statement, Vision, Aims and Objectives

Mission Statement

"Inspiring Learning".

Our Vision

We seek to create a harmonious community in which the individual is valued and is given every opportunity to fulfil their potential in terms of pastoral, emotional and intellectual growth; thus enabling them to live successfully in an increasingly demanding and ever-changing world.

Aims & Objectives

Our broad aim is to provide opportunity for self-development and self-fulfilment for the children here, to enable them to realise their full potential.

To be more specific, however, this School seeks to pass on to each new generation of children the knowledge, skills, ideas, attitudes and values which are judged necessary to make it possible to live - and live well - in our society. Societies change, however, and in our modern times they change quickly. It follows then that we need to provide not only experiences which enable children to grasp the essentials of this world as it is, but also experiences which will make them ready to fulfil themselves in a world which is likely to be different from today's.

Therefore, the School stands not only for tradition and conformity, but also for the future and a willingness to accept, and at times stimulate fresh thoughts and ideas.



'A caring, inclusive and nurturing learning environment, based on its Christian values, leads to good progress and attainment, to strong relationships and to the excellent behaviour of pupils.'

SIAMS Inspection June 2017

HONESTY - ENTHUSIASM - NURTURE - LOVE - ORIGINALITY - WISDOM

Job Description

Post: Cleaner

Salary/Grade Range: NJC Scale Points 1-3 (£17,364 - £18,065 pro rata)

Reporting to: Operations Manager

Liaising with: The Headteacher and SLT of Henlow Church of England Academy, teaching and support staff, Diocese of St Albans Schools Team, parents and governors.

Main duties and responsibilities:

- To carry out cleaning work to the required standard and as instructed by the Site Agent/Assistant Site Agent.
- To report to the Site Agent/Assistant Site Agent matters that are likely to affect their work or other matters they consider that they should be aware of.
- To use cleaning materials appropriately and economically; to inform Site Agent/Assistant Site Agent when stocks are low.
- To ensure that tools and equipment are in good working order, reporting any faults to the Site Agent/Assistant Site Agent.
- To ensure that cleaners' storage lockers and cupboards are kept clean and tidy.
- To undertake any non-routine cleaning tasks as instructed by Site Agent/Assistant Site Agent. All cleaners are required to contribute to major cleaning tasks during the school summer holiday period.
- To work to Henlow Academy guidelines at all times particularly in relation to Health and Safety policy.
- To attend all essential Health and Safety training courses as determined by the management of the school.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- 10. To undertake any other duties of a similar level and responsibility as may be required.

Person Specification

Key Criteria	Essential	Desirable	Identified By
Education & Qualifications	<ul style="list-style-type: none"> • Basic standard of literacy to read instructions • Ability to understand instructions 		Application form
Experience		<ul style="list-style-type: none"> • Previous experience in a similar post 	Application form
Knowledge, Skills and Attributes	<ul style="list-style-type: none"> • Ability to work as member of a team • Ability to work under pressure at times 	<ul style="list-style-type: none"> • Knowledge of Health and Safety Regulations 	
Motivation	<ul style="list-style-type: none"> • Commitment to achieving high standards of cleanliness and hygiene • Willingness to work additional hours when needed • Willingness to be flexible • Willingness to undertake training if required 		
Physical	<ul style="list-style-type: none"> • Ability to undertake all the physical aspects of the post. • Trustworthy and reliable • Ability to move and use domestic and industrial type cleaning equipment (polishers, vacuum) 		