



**Cleaner**  
INFORMATION





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Dear Applicant,

Langney Primary Academy is a school at the cutting edge of education. Our children enjoy learning that is so current and exhilarating that they run through the school gates every morning. One of the reasons for this is that we have the most caring and committed staffing body that promotes LPA as the beacon of the local community. The supportive "Langney Family" ethos can be felt the moment you step through the gates with excellent manners and mutual respect shown by all.

As staff, we support each other and promote staff wellbeing at all times. Langney is a brilliant and rewarding place to spend time in as we provide the opportunities for ALL children to unlock their unique talents and open doors to highly aspirational new life chances.

We are situated on the "Sunshine Coast" of Eastbourne with our school one mile from the beach, 100 metres from the historic 11th century Langney Priory site and serving a diverse local community. The rich surroundings include the magnificent South Downs that offer amazing walk and cycling routes.

LPA is the school of choice in Eastbourne and we are currently over-subscribed with families waiting years for their children to experience our innovative, bespoke learning curriculum with enriching trips, visits and over thirty activity clubs per week.

We are a fully inclusive school and very proud of this. Working at Langney offers the opportunity to develop the most Gifted and Talented pupils, disadvantaged children and children with wide ranging SEN needs. We strongly value mutual respect, equality and diversity in all we do and promote this at every opportunity. Our Pastoral support for children and families is all encompassing and the THRIVE approach is key to our successes.

Our motto "Active Body, Healthy Mind" is very prevalent as we encourage all children and adults in daily exercise, mindfulness and self care strategies. All children have weekly PE and Movement lessons taught by specialists and our outstanding facilities include Outside Gym, TrimTrail, Run the World Track and Sports Hall.

To gain more of the Langney Family feeling then please do visit [www.langneyprimary.co.uk](http://www.langneyprimary.co.uk) and navigate to our blog and kind comments sections.

Langney really does have the most awesome children and staff and is an incredibly rewarding place to be!

Good luck with your application.

**Benjamin Bowles**  
Head of School

**Julie Prentice**  
Executive Headteacher



# JOB DESCRIPTION



**Job Title:** Cleaner  
**Salary:** SAT A  
**Responsible to:** Site Manager

## **Purpose of the Job:**

To undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed.

## **Key duties and responsibilities:**

- Undertake cleaning of allocated areas in line with specified standards and as directed.
- Operate / use domestic and industrial cleaning equipment and materials, following appropriate training.
- Store allocated equipment and materials safely and securely.
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified / report serious hazards to line manager immediately.
- Collect and dispose of waste.
- Refill and replace soap, towels and other materials.

## **Individuals in this role may also undertake some or all of the following:**

- Undertake specialised cleaning programmes during school closures or other designated periods.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.



# PERSON SPECIFICATION



|  | CRITERIA  | ESSENTIAL/<br>DESIRABLE |
|--|---|-------------------------|
| <b>Qualifications</b>                      | Evidence of basic educational achievements or qualifications.   | D                       |
| <b>Experience</b>                          | Previous cleaning experience in an office or commercial setting.  | E                       |
| <b>Skills, Knowledge<br/>and Abilities</b> | Good organisational skills.   | E                       |
|  | Able to recognise and to deal with emergency situations.  | E                       |
|  | Ability to work independently or as part of a team.   | E                       |
|  | Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.  | E                       |
|  | Understands and able to apply Health and Safety procedures relevant to the job such as: <ul style="list-style-type: none"> <li>• Manual handling</li> <li>• safe use of machinery and / or equipment. COSHH</li> <li>• First Aid and Hygiene Practice.</li> </ul> | E                       |
|  | Use of a range of basic cleaning equipment, etc.  | E                       |
|  | Able to communicate factual information politely and courteously.   | E                       |
|  | Able to listen, observe and report information to the supervisor.   | E                       |



# OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

## Swale Academies Trust – Schools

### Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



### Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



### Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

## The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form. Application forms can be found on [swale.at](http://swale.at) website. Completed forms can be sent to [clair.haynes@swale.at](mailto:clair.haynes@swale.at) or by post to the following address:

Miss Clair Haynes  
Lagney Primary Academy  
Chailey Road  
Eastbourne  
East Sussex  
BN23 7EA

## The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.



## Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

## Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



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