



**Evening Cleaner (part-time), All Year Round
Band 1, SCP 1-2
£9,385 - £9,753 per annum (actual salary)**

Required for Immediate Start

Recruitment Information Pack

Bradford Forster Academy
Fenby Avenue, Bradford BD4 8RG

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August 2020

Dear Colleague

Evening Cleaner

Thank you for taking an interest in this role.

We are a new 11-16 Church of England secondary academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing, Christian, Multi-Academy Trust based in Bradford. Bradford Forster Academy opened in new purpose built accommodation in the BD4 area of Bradford on 1st September 2015. The Academy started with Y7 students, and will have five year groups in September 2019. We were inspected by Ofsted in March 2018, receiving a 'good' grade in all areas with many positive comments in the report, which you can read on our website, including *'Staff morale is high. Staff appreciate the quality of training they receive both within the school and across the trust.'*

Bradford Forster Academy is a student-centred place of learning, fully committed to providing all the students in its care with the highest quality of education. Our goal here at Bradford Forster Academy is to become an outstanding academy that delivers educational excellence. The academy serves a multi-cultural community in which many of our students' experience high levels of economic and social disadvantage. I am fortunate to work with a very talented staff team who demand the highest standards of teaching and learning and deliver this with commitment and enthusiasm. We need staff with energy and commitment who recognise the potential of our students.

There is a strong emphasis on relationships between staff, students and parents. The Christian ethos of the academy supports and encourages students and staff to explore their own and other faiths and develop their spiritual awareness. This is integral to life at Bradford Forster Academy.

We offer a comprehensive and personalised CPD programme consisting of internal and external courses and training, which are intended to develop teacher expertise. We place great emphasis on common goals and teamwork, and as an academy we are consistently looking for ways to further 'raise the bar' both for our students and staff.

This is an exciting opportunity for a talented and ambitious professional to make a sustained and substantial contribution to the growth and development of the academy.

I hope the enclosed information is helpful and will encourage you to apply; I look forward to meeting you and reading your application.

With all good wishes.

Wendy Adeniji
Principal, Bradford Forster Academy

Vision and Ethos

The vision for the Academy is to further raise the hopes, aspirations and ambition of students, their families and the local community by generating self-belief, self-esteem and confidence through:

- Focusing upon high quality teaching and learning, standards of attainment and achievement, student care and support to transform the education of the young people served by the Academy.
- Providing outstanding opportunities for young people to develop healthy and active lifestyles; enjoy their learning and achievement, act and behave safely and become well prepared for adult life in a rapidly changing society.
- Actively promote high standards, self and mutual respect, good conduct and behaviour.
- Developing an educational organisation of which the students, staff and local community is both proud and feels part of and of which they make extended use.
- Creating a culture which celebrates success within and beyond the Academy, for example in securing greater numbers of students progressing to higher education or employment with training.
- Providing opportunities for students to explore their own and other faiths.

Ethos and Culture

In creating a successful ethos, culture and climate in the Academy the following are essential characteristics:

1. Student learning, attainment, achievement and well-being are at the centre of strategic thinking, planning and actions.
1. A 'can do' attitude is actively promoted and prevalent throughout the Academy. Staff work collaboratively in the best interest of the students in our care.
3. Underpinned by high aspirations and ambition for both students and staff there is an expectation for everyone to be determined and have a desire and commitment to continuously improve.
4. The Academy is an inclusive organisation with shared facilities e.g. dining room, social spaces for students and staff. In addition, there are dedicated staff work and professional development facilities.
5. The Academy is a faithful community, starting each day with two minutes of reflection time, where students can gather their thoughts before beginning their day

Application Process

The closing date for all applications is **10.00am on Tuesday 25 August 2020**

Completed applications must be returned to Stacey Read at Bradford Forster Academy ideally by email to: s.read@bradfordforsteracademy.co.uk

Postal applications should be returned to Stacey Read, Bradford Forster Academy, Fenby Avenue, Bradford BD4 8RG.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful.

References and Police Checks

All offers of appointment will be subject to receipt of satisfactory references. Specified post, which involves substantial one to one access to children, will be subject to a search of police criminal records and appointment to these posts will be conditional upon confirmation by the police of information provided to us by the applicant.

All appointments will be subject to an enhanced criminal records check.

Bradford Diocesan Academies Trust (BDAT)

About BDAT

Bradford Forster Academy is an Academy within Bradford Diocesan Academies Trust (BDAT). If you are successful in being appointed, the Trust will be your employer.

General Information and Background

BDAT is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford, as part of the Diocese of Leeds.

BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

Our mission statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable our academies to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working.

Our growth

As of September 2017, the Trust has Academy orders to support 17 Church and non-Church academies across Bradford. This includes 4 secondary academies (Immanuel College, Buttershaw Business and Enterprise College, Belle Vue Girls and Bradford Forster Academy) and 13 primary academies. We envisage we will continue to grow at a sustainable pace over the next few years in line with the Government agenda that all schools will become academies by 2022 to a maximum size of approximately 20 schools. We believe this will mean we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools' approach where we are truly able to know, understand and support each other.

Our Christian ethos

BDAT is a proud Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the Academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England Academies, as well as those within the faith.

Job Description

REPORTING TO: Premises Manager/Cleaning Supervisor

The following information is furnished to assist staff joining the Academy to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below; in which case all the usual associated routines are naturally included in the job description.

PRIME OBJECTIVE OF THE POST

To ensure that allocated areas are maintained in a clean and organised state to provide a clean environment for the Academy.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES

N/A

SUPERVISION AND GUIDANCE

Responsible to the Premises Manager/Cleaning Supervisor referring complex issues for guidance but expected to work with minimal supervision and be proactive.

RANGE OF DECISION TAKING

Decisions mainly within established Academy policies, practices and procedures but is often called upon to act on own initiative.

RANGE OF DUTIES

- Clean all general and specified areas to the required standard that incorporates all quality standards laid down by the Academy.
- To ensure that all equipment and materials required to perform all cleaning tasks are maintained in a hygienic and safe condition. All Health and Safety requirements should be met along with any regarding quality standards.
- Ensure that cleaning cupboards are maintained in a clean and tidy way. All cupboards should be maintained to meet the standard required.
- To follow and adhere to procedures for the replacement of broken/damaged equipment.

- To co-operate with customers/colleagues in carrying out tasks.
- The completion of all 'ad hoc' requests issued by the Premises Manager/Cleaning Supervisor/Business Manager.
- To report any cleaning difficulties to the Premises Manager/Cleaning Supervisor.
- To adhere to all the Academy's policies and procedures.
- Maintain confidentiality in relation to information, which may be encountered in the normal routine of duties which relates to staff, students, parents, data etc.
- Participate in all appropriate training commensurate with your employment.
- To support, uphold and contribute to the development of the Academy's equal rights policies and practices in respect of both employment issues and the delivery of services to the community
- To contribute to the overall ethos/work/aims of the Academy and appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

Other Specific Duties:

- As the academy grows and develops it is essential for all employees to demonstrate a flexible approach to undertaking tasks and responsibilities.
- To participate in professional and personal development programmes as required, including training and performance review.
- To appreciate and support the work of other professionals.
- To undertake any other duties commensurate with the grade of the post.

NOTE

As an equal rights employer we are committed to make any necessary reasonable adjustments to the job role and working environment that enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification

Post Title: Cleaner

	Essential	Desirable	Evidence Base
Qualifications	<ul style="list-style-type: none"> Good level of general education 		Application Form and Original certificates
Experience	<ul style="list-style-type: none"> Previous cleaning experience in a professional capacity 	<ul style="list-style-type: none"> Experience of cleaning in a school environment Experience of carpet cleaning etc. 	Application Form Application Form
Training		<ul style="list-style-type: none"> Manual Handling COSHH Working at Heights 	Application Form
Special Knowledge	<ul style="list-style-type: none"> Correct use of materials and equipment and care in carrying out duties. Abilities to understand oral instructions. Responsible for day to day decisions relating to the effectiveness of the cleaning provision 	<ul style="list-style-type: none"> Aware of requirements under Health & Safety regulations. Knowledge of basic stock control. 	Application Form & Interview Interview Interview
Disposition and Adjustment	<ul style="list-style-type: none"> Willingness to support the Christian Ethos of the academy. Ability to remain calm under pressure. Flexible approach, dependable and loyal – ability to work with a wide range of people. Willingness to undertake a diverse range of duties according to the demands on the team. Maintain confidentiality in matters relating to the 		Interview Interview Interview Interview Application form & Interview

	academy, its students, parents and carers.		
Practical and Intellectual Skills	<ul style="list-style-type: none"> • Basic written communication skills. • Able to communicate effectively. 		Application & Interview
Physical and Sensory	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability and Discrimination Act 1995. 		Interview and reference
Personal Circumstances	<ul style="list-style-type: none"> • Able to perform normal duties • Able to keep to working hours of the post. Will not require leave of absence during term time (save for sickness or compassionate leave). • Legally entitled to work in the UK (Asylum and Immigration Act 1996). 		Interview Application Proof of ID

This Personnel Specification

This personnel specification describes the job requirements on which the short listing and selection decision will be based. To be selected for an interview you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria.

To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the personnel specification.

EVENING CLEANER

20 hours per week, all year round (Permanent)
3.00pm – 7.00pm (Monday – Friday during term-time)
and as directed during school holidays.

Start Date: September 2020

Salary: Band 1, SCP 1-2, £9,385 - £9,573 per annum (Actual Salary)

Bradford Forster Academy is a new 11-16 Church of England secondary Academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing Christian Multi-Academy Trust based in Bradford. The Academy opened on 1 September 2015 and now has 950 students on roll in years 7, 8, 9, 10 and 11 and will grow to 1050 in 2020. Within BDAT there is an exciting opportunity to work across a variety of growing diverse schools.

We are seeking to appoint two enthusiastic and motivated evening Cleaners, on a permanent basis, to provide high standards of cleaning throughout the Academy. You will be required to clean and maintain the building delivering a range of cleaning services for the benefit of pupils, parents and staff. Previous experience of this type of work would be advantageous, but ideally we are looking for someone with interest and a high degree of commitment to ensure a safe and healthy environment for staff, children and visitors to the academy. A smart appearance is essential, with a uniform provided.

The successful candidate will:

- Have previous experience as a professional cleaner.
- Have a good knowledge of health and safety procedures, including COSHH and Manual Handling.
- Be committed to the ethos and culture of Bradford Forster Academy.

We can offer you:

- An attractive and well-resourced working environment.
- Employee Pension Scheme with WYPF.
- Generous Annual Leave entitlement.
- Supportive colleagues.
- Opportunities for personal and professional development.

Closing Date: 10.00am on Tuesday 25 August 2020.

For full details, application form with information pack, please visit our website:

<http://www.bradfordforsteracademy.co.uk/Vacancies/>

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS).