



Evening Cleaners



Dear Applicant,

Thank you for your enquiry regarding the position of **Evening Cleaner** at Oasis Academy Hadley. We are part of Oasis Community Learning www.oasiscommunitylearning.org which runs over 50 academies across the UK.

I hope you find the information pack helpful. If you would like to apply, please complete the Application Form and Equal Opportunities monitoring (CVs are not accepted) and return it to Alice Weeks, People Directorate Officer by either of the following ways:

Email: Hadley.hr@oasishadley.org

Post: HR Office
Oasis Academy Hadley
143 South Street
Enfield
EN3 4PX

If you would like to discuss the post please contact HR on 020 8804 6946 ext. 73012 or 72803 or Hadley.hr@oasishadley.org .

The closing deadline for applications is no later than **8am on Thursday 5th August 2021**.

Please ensure you provide the name, address and status of two referees, one of whom should be your current Line Manager. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will be on the week commencing **Monday 9th August** If you have not been invited to attend by **Friday 6th August** you should assume that your application has not been successful. Unfortunately, we will not be able to provide feedback on your application at this stage.

If you would like to know more about us before you apply please see our website www.oasisacademyhadley.org, or www.oasisacademyenfield.org if you are not clear about any aspect of the application procedure, do not hesitate to contact us for clarification.

I wish you well and thank you once again for your interest in what we think will be a rewarding post.

Yours sincerely,



Zoë Thompson
Principal

About Oasis Academy Hadley

Oasis Academy Hadley is a great place to work and learn. We are an all-through family school, where children at every key stage from ages 2 to 19 learn well and make good progress.

We pride ourselves on being inclusive and championing the gifts and talents of every individual. The happiness, care and wellbeing of all our children is central to our approach and enables everyone at Hadley to thrive in a safe and secure environment.

We have an established culture of high expectations, where children are taught well and encouraged to develop both academically and culturally. Having such a well-rounded learning experience is central to our purpose as it is this that enables our children to be aspirational for themselves, their families, and their community. By nurturing a positive mindset, we build children's confidence to be successful whichever path they choose.

Being an all-through school means that many children are with us for the majority of their formal education and do stay on into our very popular Sixth Form where each year, approximately 95% go onto university with 85% going to Russell Group and top third Universities which are some of the best in the world.

Hadley has a track record of great achievements and is an inspirational place to learn and work. Throughout all phases of our Academy, we have a team of skilled and dedicated staff with a great deal of expertise who are committed to securing the best outcomes. To achieve this, we place a great deal of importance in continuing professional development and we have an established leadership development programme.

Oasis Academy Hadley is one of 53 Academies who form part of the Oasis Community Learning. Each Oasis Academy and the services behind them, are committed to creating exceptional entitlement that ensures that all children have real choice in their lives.



About Oasis Community Learning

The vision of Oasis Academies is to create both outstanding schools and community hubs. As well as delivering first-class and innovative education, Oasis builds 'Hubs' in the area it works in; creating safe and inspiring local neighbourhoods that provide integrated and diverse services to benefit the whole person and the whole community.

Oasis Community Learning seek to create and sustain networks of excellent learning communities working in the context of the Oasis Ethos where every student can reach their full potential. Oasis believes this can be achieved through clear leadership, outstanding staff, a positive and affirming environment, strong partnership between students, parents/carers and the local community, along with the wider national and international links the Oasis' global operations create.

Our ethos is an expression of our character- it is a statement of who we are and therefore a lens through which we assess all we do. The work of Oasis Community Learning is motivated and inspired by the life, message and example of Christ. This is encapsulated by the following five statements:

- a passion to include everyone
- a desire to treat everyone equally, respecting differences
- a commitment to healthy and open relationships
- a deep sense of hope that things can change and be transformed
- a sense of perseverance to keep going for the long haul

The full Education Charter explains how our ethos impacts in Oasis Academies and can be found on www.oasiscommunitylearning.org

About the Facilities Team

The Facilities and Estates Team at Hadley consists of the Facilities Team lead by the Facilities Manager and the Cleaning Team lead by the Cleaning Manager. Together they ensure that our new state-of-the-art Academy building is clean and safe for students and staff.

About the Cleaning Team

We are looking for evening cleaners

- Evening cleaners work Monday to Friday from 5pm to 8pm

There may be an opportunity to cover additional daytime shifts as and when required, if the successful candidates are interested in additional work.



Job Description

POST:

Evening Cleaner

ACCOUNTABLE TO:

Executive Principal, Principal under the day-to-day management and leadership of the Facilities Manager

GRADE:

Support Staff Scale 4 (Outer London) - £8,835 actual, plus Local Government Pension Scheme

KEY RELATIONSHIPS:

Academy Leadership Team; relevant teaching and support staff; Oasis Community Learning;

LOCATION:

Oasis Academy Hadley

WORKING PATTERN:

Monday to Friday
5pm – 8pm
15 hours per week
52 weeks per year

JOB PURPOSE:

To provide general cleaning at the end of the Academy day.

RESPONSIBILITIES:

- To undertake the cleaning within the Academy to ensure that the premises are maintained in a clean and hygienic condition
- To comply with Health and Safety regulations
- To promote and safeguard the welfare of children you come into contact with.

OUTCOMES:

1. Strategic Development and Academy Development

- Responsible, as a member of staff, for promoting and developing a positive culture and to ensure diversity within the Academy community is recognised and respected.
- Contribute to the development of the Academy's vision, values and aims and to abide by agreed professional behaviours and attitudes.

2. Key Tasks

- Respond to on call cleaning requirements around the Academy including reception, toilets, shower, changing rooms, classrooms, corridors, canteen and hall.
- Provide emergency cleaning when children or staff have had an accident.
- Present a cleaning service to offices, meeting rooms, classrooms and other facilities as defined in Service Level Specifications and Standard Operating Procedures
- Clean to a hygienic standard following work procedures that incorporate all quality standards laid down by the business, client and Environment Audits.
- Clean floors, work surfaces, furnishings and related equipment manually and by use of machine understanding and adhering to work schedules and Standard Operating Procedures.
- Empty and dispose domestic waste

2. Key Tasks (continued)

- Ensure that all equipment and materials required to perform all cleaning tasks are maintained in a hygienic and safe condition and any deviation in store levels or suitability of equipment is reported to the Supervisor for action.
- Ensure all cleaning materials are stored in cupboards and that cupboards are locked
- Participate as a full member of the team, e.g. supporting and training other staff, participating in team meetings, working flexibly as required to cover other members of the team

3. Health & Safety

- Ensure that all facilities, workspaces and rooms are kept tidy and that storage of materials is in accordance with appropriate Health and Safety requirements
- Maintain health and safety standards in the department and comply with health and safety policies and procedures
- Work safely utilising appropriate safe working practices, including the safe use of machinery associated with the job
- Wear appropriate protective clothing as provided.
- Take care of health & safety of self, other persons and resources
- Ensure that all work is carried out in line with Health and Safety, Quality and Environment policies and procedures.
- Ensure that high personal hygiene and infection control standards are maintained in relation to personal tasks

4. General

- During the Academy holidays join the Academy Cleaning Team in providing thorough cleaning of the Academy
- Attend team meetings
- Participate in the Academy's Performance Management process
- Attend training as appropriate.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members

All staff take an active role in the Academy's care and guidance of students.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

Evening Cleaner Person Specification

	Essential	Desirable
Experience, Skills and Understanding	<ul style="list-style-type: none"> • Demonstrate an understanding of processes, systems and routines in the job • The ability to converse at ease with parents/students and members of the public and provide advice in accurate spoken English; • Understanding of the practical application of Equal Opportunities in an Academy context • Requires proficiency in the effective and safe use of machinery of equipment associated with the job 	<ul style="list-style-type: none"> • Experience of working as a cleaner • Experience of working in a school or academy setting • Knowledge of Health & Safety procedures in cleaning
Personal Qualities	<ul style="list-style-type: none"> • Good organisational skills, ability to show initiative • Good communication skills • Ability to work alone and as part of a team • Demonstrate physical fitness to perform any lifting and handling materials and periods of standing required in the job • Ability to form and maintain appropriate relationships and personal boundaries with children • Ability to converse at ease with parents/students and members of the public and provide advice in accurate spoken English • Emotional resilience in working in a range of challenging situations • Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos 	

Explanatory Notes

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible (Sections A & B). CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks

1. Candidates should be aware that all posts in Oasis Community Learning involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
2. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

For Academy based positions, in addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks
- Satisfactory Disclosure and Barring check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

For teaching posts

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DFE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.