



# Grove House School

*Candidate Information Pack  
Cleaner with Keys*

**Supporting Excellence**

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# Headteacher's Letter

## Grove House School

Sawyers Hall Lane, Brentwood, Essex, CM15 9DA

Headteacher: Miss L Christodoulides, BA Hons

Telephone: 01277 361498

Email: [admin@grovehouse.essex.sch.uk](mailto:admin@grovehouse.essex.sch.uk)



Dear Applicant

Thank you for your interest in Grove House School. I would like to take this opportunity to tell you a little more about us. We are a growing special school that opened in September 2015. We currently have just over 100 pupils on roll across years 4-12. Our school will ultimately cover the 8-19 age range. All of our pupils have an EHCP and have come to us from mainstream settings and alternative provision. Our pupils' priority needs will be around speech, language and communication although many will have associated difficulties such as attention management issues, moderate learning difficulties and social and emotional needs.

Currently we have 8 form groups - two KS2, four KS3 and two KS4. Classes are ideally in groups of 12 pupils. Each class is supported with at least 2 Learning Support Assistants who stay with the class group across all lessons. Our teaching and therapy staff work together in the classroom throughout the school day and have allocated joint planning time.

We are a very friendly, supportive and welcoming staff. Our staff team is growing rapidly as our pupil numbers increase. Our curriculum, whilst based on the national curriculum, is continually reviewed and ever changing as we look to meet the wide variety of individual pupil needs within each class group. Whilst this may have its challenges it also is extremely rewarding in that our staff have the flexibility to be creative and innovative in the development and delivery of the curriculum.

This is such an exciting time for us – every aspect of our new school is evolving at a rapid rate. The chance to be a part of this continued growth phase in our provision is a rare opportunity. I do urge you to come and visit, look around our site and meet the pupils and our staff team.

We have a highly skilled and dedicated board of governors, some of whom were the proposers of the free school. They have supported us way beyond expectations and continue to be a valuable asset to the school.

I very much hope the post is of interest to you – please do contact us for further discussion and to arrange a visit.

Kind regards

*Lisa Christodoulides*

# Our School Site

Our school site has undergone huge change. We started in September 2015 in a refurbished small block with 4 classrooms for our opening year.

We have now taken over our main large building that has specialist therapy rooms, specialist art, music and ICT rooms, a large hall with stage and a gymnasium, in addition to a number of non-specialist classrooms.

We have a new build on the site which we are currently using as our growing primary base.



In Spring 2018 we refurbished our Technology block to provide dedicated facilities for Science, Design and Technology and Food Technology.



# SEAX Trust

## Grove House is part of the SEAX Trust

### Work with us ...

The **SEAX Trust** is a small but growing partnership of Special Academies within the community of Essex, whose Vision is to:

**Provide outstanding educational experiences for children and young people with special educational needs**

**Put the well-being and achievement of pupils at the heart of all decision making**

We consider the main asset towards achieving our Vision is our body of **highly-valued staff** and, in recognition, we implement a wide range of **strategic and person-centred reward practices** in all of our Trust Academies.

### Be rewarded by us ...

We offer a clear and competitive **pay policy** and **progression route**

**Holiday pay** and **salary** which is paid *evenly* across the year for our support staff, Teachers and Local Government **Pension Scheme** facilities

### Progress with us ...

A focus to provide high quality **professional development** opportunities for all staff

An extensive range of **in-house training** opportunities

Experienced and **dedicated practitioners** who are keen to help you learn

A range of exciting internal **career opportunities**

### Be inspired by us ...

**Challenging** roles and **recognition** of achievement

A **motivational** strategy towards both education and business

Staff **involvement** in wider decision-making

### Be reassured by us ...

A strategic aim to ensure a **fair work/life balance**

A **highly supportive** organisational culture

A firm commitment to the strengths of **equality and diversity**

A sense of **cohesion and belonging**

A policy to raise **matters of concern**





# Application Process

**Please read this information carefully and retain this sheet for reference during the application process.**

## **Application process**

Applicants can apply in writing and submit it to the school via Kate Peters (admin@grovehouse.essex.sch.uk) no later than **12 noon** on the closing date of **Monday 3rd February**. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

## **Selection process**

Applications will be ranked against the person specification for the role.

All shortlisted applicants will be subject to a face to face interview with the selection panel.

There may also be a skills test or practical assessment.

Further details regarding selection panel members and any planned assessments will be made available to shortlisted candidates in due course.

## **Shortlisted candidates**

Applicants who have been shortlisted for the post will be notified as soon as reasonably practical upon completion of the shortlisting process.

## **Referees**

Referees will be contacted **prior to the interview date** to request references on all shortlisted candidates.

*The school may review social media relating to shortlisted candidates as part of the screening process to ascertain whether candidates demonstrate appropriate conduct and behaviour and suitability for employment in a school.*

## **Interview date**

Interviews will be held at **Grove House School on Thursday 3rd February**.

## **Further information and school visits**

Applicants who require further information or would like to visit the school should contact Kate Peters, 01277 361498 or admin@grovehouse.essex.sch.uk

## **Staff Well-being Cover**

Grove House offer extensive Staff Wellbeing and Medical Insurance Cover which includes physiotherapy, counselling and GP on-line support services.

*All staff at Grove House School commit themselves to contributing fully to the ethos and life of the school both in school and outside. The school operates its own salary structure broadly in line with School Teachers' Pay and Conditions.*

*Grove House School is committed to safeguarding and promoting the welfare of children and young people. It expects all staff, volunteers and contractors to share this commitment. The successful candidate will be expected to obtain DBS clearance at enhanced level and Section 128 clearance.*

# Job Description



**Reports to:** Headteacher, Estate Manager, Business Support Manager

**Liaison with:** Estate Manager, Business Support manager, Classroom Teachers and Headteacher.

**Grade:** Band 1 Point 3, actual salary £15754

35 hours per week, weekdays 11.00am – 6.30pm (with 1/2 hour break)

Term time plus 5 inset days and 2 weeks during the school holidays (41 weeks total)

Required asap

## Job Purpose

To contribute to the smooth running and maintenance of the School environment by carrying out a range of cleaning and caretaking duties including security and supervision of the site and related equipment

The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the postholder.

## Security and Supervision

- To act as a key holder, carrying out security procedures for the buildings and grounds. Routine security procedures including school lock-up. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s).
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Liaising with contractors and advising the Estate Manager of their presence.

## Cleaning Duties

- High levels of cleaning and hygiene throughout the school
- To carry out cleaning in all and any areas of the school.
- Frequency of cleaning to be undertaken as directed by cleaning schedule.
- Emptying and washing out dustbins and waste containers
- Dusting, polishing or wiping surfaces (tables, desks, shelves, work surfaces etc)
- Sweeping, scrubbing, buffing, polishing or mopping floors as appropriate
- Cleaning windows and glass door panels
- Wiping or washing walls, lockers window ledges, skirting boards, radiators, pipework and furniture etc, as required
- Straightening the furniture, closing windows, watering plants and leaving the rooms looking tidy
- Cleaning showers, sinks and washbasins and the surrounding areas
- Cleaning toilets including fixtures and fitting

- To carry out as necessary the replacement of paper towels, renewing supply of toilet rolls and replacement of bin liners.
- Keeping the cleaners' cupboard tidy and clean
- Looking after the equipment and reporting any faults to the Site Manager
- To keep all of the cleaning equipment in a clean condition
- To attend any necessary training relevant to the post

### **Health and Safety**

- Ensure that toilet areas, toilets and sinks are cleaned using the red colour coded equipment. The food preparation areas are cleaned with the green colour coded equipment
- Ensure that chemicals are handled, used and stored correctly (follow COSHH assessment forms)
- Ensure that health and safety instructions are followed

### **Other Duties**

- To undertake training in the correct use of cleaning equipment such as floor machines, and in health and safety and the use of cleaning chemicals.
- To notify the estate Manager or other Senior member of staff, of any damage to buildings and equipment or of anything you see that may be dangerous to pupils and/or staff.
- All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.

Such other duties relating to the cleanliness of the school premises as may be necessary from time to time within the reasonable requirements of the Headteacher and Local Academy Committee

### **General Duties**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- To be professional, friendly and respectful towards all colleagues and to address any concerns through proper channels
- To provide a good role model for students
- To support and uphold the aims, values and ethos of the school
- To maintain an appropriate and professional distance with students in more formal situations
- Be smartly and appropriately dressed

The SEAX Trust and the Local Academy Committees are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

# Person Specification



Qualifications and Experience	Detail
Specific qualifications & experience	No specific experience required Completion of DCSF induction programme
Knowledge of relevant policies and procedures	Knowledge of health and safety regulations Understanding of the operation of a school Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations Knowledge of first aid
Literacy Numeracy Technology	Basic reading skills Ability to count Ability to use general cleaning products
Communication	Detail
Written Verbal Languages  Negotiating	Ability to complete basic forms Ability to exchange routine verbal information clearly Use initiative to overcome communication barriers with children and adults Ability to follow instructions
Working with others	Detail
Working with partners	Understand the role of others working in the school
Relationships	Ability to build open and honest relationships
Team work	Ability to work effectively with a range of adults
Information	Know when, how and with whom to share information
Responsibilities	Detail
Organisation skills Time Management Creativity	Excellent organisational skills Ability to manage own time effectively Demonstrate creativity and an ability to resolve problems independently



General	Detail
Equalities	Demonstrate a commitment to equality
Health and Safety	Good understanding of Health & Safety
Child protection /safeguarding	Understand and implement child protection and safeguarding procedures
Confidentiality /data protection	Understand procedures and legislation relating to confidentiality
CPD	Be prepared to develop and learn in the role

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