

LANGHAM OAKS SCHOOL

Cleaner

APPLICATION PACK



LANGHAM OAKS SCHOOL
is part of **SEAX Trust**



LETTER FROM THE HEADTEACHER

Langham Oaks School

School Road, Langham, Colchester CO4 5PA

Headteacher: Mr Simon Dawson

Telephone: 01206 271571

Email: admin@langhamoaks.co.uk

Dear Applicant

Thank you for your interest in Langham Oaks School. I would like to take this opportunity to tell you a little more about us.

Langham Oaks School is a thriving special school, providing 70 places for boys, aged 10-16 with a residential provision for 28 pupils. It is located in the heart of the small village of Langham, in north-east Essex six miles from Colchester. The school used to reside in a 19th century house with extensions for classrooms, but in October 2020 we received the keys to a brand new and specially designed building in the grounds (see photo below) which will completely transform our provision. You therefore have a unique opportunity to join our team at a very exciting time as we begin a new chapter in our development.

Langham Oaks is more than a school; it is a community based on exceptionally strong and trusting relationships between children and adults. Pupils are capable of learning and achieving, but have experienced many complex issues preventing them from engaging in learning and making progress. Staff from both the day and residential teams work proactively and collaboratively to develop and deliver the best bespoke package for each individual pupil.

I hope, as you read further, you decide that Langham Oaks could be the place where you would like to continue your career and that we will receive your application in due course.

Yours sincerely

Simon Dawson

Simon Dawson
Headteacher
Langham Oaks School



SEAX Multi-Academy Trust

Cleaner

Job

Description &

Person Specification

Job Title:	Cleaner
Grade:	Scale 1 (Point 1 fixed) <i>[2019 Band 1-mid]</i>
Based at:	Langham Oaks School
Reports to:	Site Manager, Support Services Manager
Responsible for:	n/a
Liaison with:	Site Manager, school staff
Job Purpose:	Under the direction of the Site Manager: <ul style="list-style-type: none"> To undertake cleaning within the school according to procedural codes, using a variety of methods, including machinery, and adhering to safety regulations
Principal Accountabilities:	<ul style="list-style-type: none"> To undertake general cleaning duties, as required, ensuring prioritisation of key tasks To assist the Site Manager in providing a professional, efficient and effective cleaning support service to the school

Job Description: Cleaner

Duties:

- Carry out cleaning in all and any areas of the school, as directed
- The frequency of cleaning to be undertaken as directed by procedural codes
- Assist with the locking and unlocking of school buildings and rooms
- Carry out, as necessary, the replacement to roller towels, renewing supply of toilet rolls and replacement of bin liners
- Assist, as necessary, with the cleaning up after break-in or vandalism at the school
- In emergency situations, to assist with the clearing of snow and ice from paths and entries
- Undertake training in the correct use of cleaning equipment, such as floor machines, 'Vacs', 'wets pick-ups', health and safety and the use of cleaning chemicals

- Notify the Site 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 Site Manager and Headteacher

General Duties

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
- Encourage **interaction and teamwork** within the school and Trust; attend relevant school meetings, as required, share ideas and new initiatives
- Respect **confidentiality** and maintain **professionalism** at all times
- Actively engage in relevant training opportunities, taking responsibility for own **professional development**
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall **ethos, work and aims** of the school and Trust
- Comply with all **School and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

Person Specification: Cleaner

Qualifications & Experience			
Detail		Essential	Desirable
Specific qualifications & experience	No specific experience required		
Knowledge of relevant Procedures	Basic knowledge of First Aid		✓
Literacy	Basic reading skills	✓	
Numeracy	Ability to count	✓	
Technology	Ability to use general cleaning products	✓	
Communication			
Written	Ability to complete basic forms	✓	
Verbal	Ability to exchange routine verbal information clearly	✓	
Languages	Seek support to overcome communication barriers with children and adults	✓	
Negotiating	Ability to follow instructions	✓	
Working with Children & Others			
SEND	Understand and support the differences in children and adults and respond appropriately in relation to the role	✓	
Child Development	Basic understanding of the general aspects of child development	✓	
Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing	✓	
Curriculum	Basic understanding of the learning experience provided by the school in relation to the role	✓	
Behaviour Management	Understanding of the school's behaviour management policy	✓	

Relationships	Ability to establish rapport and respectful and trusting relationships with others	✓	
Team work	Ability to work effectively with a range of other adults Ability to prioritise workload and work on own initiative	✓ ✓	
Working with partners	Understand the role of others working in and with the school	✓	
Information	Know when, how and with whom to share information Understanding and implementation of confidentiality	✓ ✓	
Responsibilities			
Organisational skills	Good organisational skills Ability to remain calm under pressure	✓ ✓	
Line Management	n/a		
Time Management	Ability to manage own time effectively Demonstrate a flexible approach	✓ ✓	
Creativity	Ability to follow instructions	✓	
General			
Equalities	Awareness of and commitment to equality	✓	
Health & Safety	Basic 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 Understanding and implementation of the Trust's Data Protection Policies	✓ ✓	
CPD	Be prepared to develop and learn in the role	✓	

APPLICATION AND RECRUITMENT PROCEDURE

Candidates should download and complete a SEAX Trust application form available from:
www.langhamoaks.co.uk www.essexschoolsjobs.co.uk

Required:	As soon as possible
Visits to the School:	Please contact Nikki Dowling on 01206 271571 to arrange a visit
Closing Date:	25/08/2022
Interview:	05/09/2022
Salary and Band:	LGPCD Pay Scale: 1 Points 1
Hours and Weeks:	15 hours per week, 39 weeks per annum
Actual Salary:	£6343.25
Paid Leave:	24 days rising to 27 days after 5 years' service pro rata

Working Pattern:

Monday to Friday 11.30 – 14.30	3 hours per day
TOTAL	15 hours

To apply: Candidates should download and complete a SEAX Trust application form available from: www.langhamoaks.co.uk and/or www.essexschoolsjobs.co.uk and return to the School by the closing date above

Queries: Ms Nikki Dowling, Support Services Leader, Langham Oaks School
 Email: nikki.dowling@langhamoaks.co.uk
 Address: School Road, Langham, Colchester, Essex CO4 5PA
 Direct Line: 01206 271571

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**

Ask us ...

Should you have any general queries regarding staffing at **SEAX Trust**, Kate Stannard will be pleased to speak to you. Please contact: **Mrs Kate Stannard, Assoc CIPD, Director of HR for SEAX Trust**

Email: jobs@seaxtrust.com Telephone: 01245 963000

The **SEAX Trust** is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We look forward to hearing from you soon