



# Grove House School

*Candidate Information Pack  
Cleaner with Keys*

**Supporting Excellence**

[admin@grovehouse.essex.sch.uk](mailto:admin@grovehouse.essex.sch.uk) | [grovehouseschool.co.uk](http://grovehouseschool.co.uk)

# 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 special school that opened in September 2015. We currently have just over 100 pupils on roll across years 4-13. 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 9 form groups - one KS2, four KS3, three KS4 and one sixth form class. 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 to support pupils.

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.

We have a highly skilled and dedicated board of governors, some of whom were the proposers of the free school in its early days. 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.



# Grove House School



## Cleaner with Keys

**35 hours per week/ 41 weeks per year**

**Term time plus 5 inset days & 2 weeks during school holidays**

**11.00am - 6.30pm (with 1/2 hour break)**

**Actual Salary: £16,256**

## Job Description and Person Specification

<b>Job Title</b>	Cleaner with Keys
<b>Grade</b>	Scale 2, point 3
<b>Based at</b>	Grove House School
<b>Reports to</b>	Headteacher, Business & HR Manager, Estate Manager
<b>Responsible for</b>	n/a
<b>Liaison with</b>	Site team, other school staff, Headteacher
<b>Job purpose</b>	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

# Job Description



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.

### **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 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 postholder's professional responsibilities and duties.

# 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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*admin@grovehouse.essex.sch.uk | grovehouseschool.co.uk*

# Application Process



Candidates should download and complete a SEAX Trust application from available from:  
**[www.grovehouseschool.co.uk](http://www.grovehouseschool.co.uk) or [www.essexschooljobs.co.uk](http://www.essexschooljobs.co.uk)**

<b>Required:</b>	As soon as possible
<b>Visits to school:</b>	Unfortunately, due to COVID-19 restrictions, we are not offering on-site visits at this time. Instead, please visit our website at <a href="http://www.grovehouseschool.co.uk">www.grovehouseschool.co.uk</a>
<b>Closing date:</b>	Monday 7th December mid-day
<b>Interview:</b>	To be agreed
<b>Salary and Band:</b>	Scale 2, Point 3
<b>Hours and weeks:</b>	35 hours per week/ 41 working weeks per annum Term time plus 5 inset days & 2 weeks during school holidays
<b>Actual Salary:</b>	<b>£16,256</b> (Point 3 under 5 year's service)
<b>Paid leave:</b>	5.7 weeks per annum
<b>Working pattern:</b>	11.00am - 6.30pm (with 1/2 hour break)
<b>To apply:</b>	Candidates should download and complete a SEAX Trust application form available from <b><a href="http://www.grovehouseschool.co.uk">www.grovehouseschool.co.uk</a></b> and or <b><a href="http://www.essexschooljobs.co.uk">www.essexschooljobs.co.uk</a></b> and return to Kate Peters (Business & HR Manager) <a href="mailto:k.peters@grovehouse.essex.sch.uk">k.peters@grovehouse.essex.sch.uk</a> by the closing date above
<b>Queries:</b>	<b>Mrs Kate Peters, Business &amp; HR Manager</b> <b>Email: <a href="mailto:k.peters@grovehouse.essex.sch.uk">k.peters@grovehouse.essex.sch.uk</a></b> <b>Grove House School, Sawyers Hall Lane, Brentwood, Essex, CM15 9BZ</b> <b>Tel: 01277 361498</b>
<b>Staff Well-being Cover</b>	Grove House offer extensive Staff Wellbeing and Medical Insurance Cover which includes physiotherapy, counselling and GP on-line support services.

## 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**

### 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](mailto: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.