

Newhall Primary Academy and Nursery⏐ Roundhouse Way⏐ Harlow⏐ Essex⏐CM17 9SF

Tel: 01279 215480 ⏐ Email: office@newhallacademy.org

Website: [www.newhallacademy.org](http://www.newhallacademy.org) ⏐Twitter: @newhallacademy

Headteacher: Mrs Debbie Gayler BA (Hons) QTS, NPQH

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6th January 2020

Dear Applicant,

I am delighted that you have expressed interest in the post of Cleaner at Newhall Primary Academy and Nursery.

**Overview**

Do you want the rare opportunity to be part of our growing Newhall family?

Are you someone who is committed to delivering excellent standards of hygiene and cleanliness? If so, we would love to hear from you!

At Newhall Primary Academy and Nursery we are looking for a Cleaner to work across both buildings and support our Site Manager. We are looking for a cleaner who is up for a challenge and wants to get stuck in with all aspects of our academy life!

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| **Pay Scale/Grade:** | £9.00 per hour  |
| **Hours:** | 3.30-6.30pm Monday to Friday (15 hours per week) 52 weeks per year with holiday entitlement. |
| **Reports to:** | Site Manager |
| **Responsible for:** | Cleaning within the Academy and Nursery in accordance with procedures using a variety of methods including machinery/chemicals and adhering to safety regulations. |
| **Liaison with:** | Academy and Nursery Staff, Headteacher, Senior Leadership Team, Children, Parents/Carers |

**About us**

Newhall is a brand-new, state of the art academy on the Newhall development in Harlow, with the capacity for 420 children. The Primary Academy currently has 45 children on roll. It will grow year-on-year until it reaches full capacity. The Nursery has capacity for 56 children and is open all year round from 7.30am until 6pm. It offers both funded and private day care places.

The Academy and Nursery opened in September 2018 with 15 permanent staff and we are now seeking additional staff to join us and be part of the unique opportunity to build and grow the setting from its infancy. There is no doubt about it, setting up the Academy and Nursery from scratch takes vision, dedication and hard-work, but being part of that exciting and rare journey is exciting and it will be very rewarding to see the Academy and Nursery take shape over the next few years. To see more information about Newhall, please visit our website.

**About the role**

We are looking to appoint a hardworking, skilled, dependable and self-motivated individual. We require someone who will contribute to the smooth running of the academy by supporting the Site Manager with the cleaning of the academy and nursery site. The successful candidate will have cleaning skills together with a knowledge of Health & Safety legislation, and procedures. They will also be flexible in their approach, energetic and be keen to work as part of our school community.

**What we’re looking for:**

We welcome applications from candidates with experience from educational or other relevant cleaning backgrounds.

The successful candidate will have:

* The ability to exchange routine verbal information clearly
* The ability to follow instructions
* The ability to follow Health & Safety procedures and understand COSHH guidelines
* An organised and methodical approach
* The ability to manage own time effectively
* An understanding of procedures and legislation relating to confidentiality

In return we can offer:

* A firm commitment to you and your professional development.
* Friendly, supportive, enthusiastic and hardworking colleagues, staff and Governors.
* A growing learning community.
* Encouragement to develop new ideas and the opportunity to make a real difference.
* Coaching and mentoring from the academy’s Senior Leadership Team.
* Fantastic trust-wide CPD opportunities
* Opportunities for career progression

**How to apply**

We hope you will take the time to find out more about our academy and nursery and experience our warm welcome. For further information about the role, or to arrange an informal discussion, please contact the Newhall Primary Academy and Nursery Office at office@newhallacademy.org or telephone 01279 215480.

Completed applications should be sent via e-mail to head@newhallacademy.org by Monday 20th January at midday.

Newhall Primary Academy and Nursery is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.

In applying for this post you are required to submit:

* A completed REAch2 Academy Trust Application form which contains the Person Specification form.

The person specification contains the criteria that the selection panel will use in the selection process.

When completing the application please follow these guidelines:

* You may choose to provide your details by hand or use a computer, but please complete all sections in black ink.
* Please submit the application form (containing the Person Specification Form). Do not submit a CV instead of an application form.
* When e-mailing your application, please ensure it is marked ‘Confidential’.

Newhall Primary Academy and Nursery has a rigorous Child Protection policy and is committed to the welfare of every child. Consequently, all short-listed candidates will be asked for two references before interview and these could be followed up with a verbal discussion with your referee. If successful, your enhanced DBS check will be carried out irrespective of any previous checks and a Disqualification Declaration form will also be required.

Candidates will be expected to self-disclose information to us should there be any current or historical convictions, hearings or allegations. If this is relevant to you then please write to the Headteacher prior to interview about this, marking the envelope private and confidential.

If you would like any further information to assist you in your application, please do not hesitate to get in contact.

I look forward to receiving your application.

Yours faithfully,



***Mrs Debbie Gayler***

**Headteacher**