



# Cleaner Candidate Pack

2023



# Contents

- 01 About us
- 02 Our Values
- 03 Career Development
- 04 What our staff say
- 05 Staff Wellbeing
- 06 Pathfinder Schools
- 07 Advert
- 08-09 Job Description
- 10 Person specification
- 11 Contact us



# About us



"We pride ourselves on being at the heart of the local community"

Montsaye Academy is an ambitious and high achieving Secondary Academy.

The Academy is located in the historic Northamptonshire market town of Rothwell, easily reached from Leicestershire, Northamptonshire, Warwickshire and Bedfordshire.

Northamptonshire was recently placed as third in the country in the Halifax Quality of Life Survey and is one of the greenest counties in England; with 161 parks covering 1,600 acres.

Montsaye Academy is a vibrant and active community where learning and achievement, in their widest sense, are viewed as the core purpose of our work. It is also a caring and supportive environment in which children can become adults, unafraid to make mistakes, flexible enough to overcome obstacles and ambitious enough to be extraordinary not average.

The academy is a member of Pathfinder Schools Multi-Academy Trust and collaborates closely with the Trust Central Team and its eight other schools.

The academy has developed very effective partnerships with other local secondary schools which enhances our curriculum and supports our practice.

We are fortunate to support the learning of over 1000 students between the ages of 11-18, including a vibrant Sixth Form.

Our students join us from Rothwell and a number of neighbouring villages and towns.

We employ close to 200 staff, including 70 Teachers and Leaders and 130 Support Staff who enable our academy and pupils to thrive.

Our on site facilities include:

- An on site Community Sports Centre with a Sports hall, Swimming Pool, Fitness Suite, Dance Studio, a full-size 3rd Generation Rubber Crumb all weather surface, grass football pitches and Multi Use Games areas.
- Staff room and Faculty bases
- Brand new state of the art Science Laboratories
- Dedicated Sixth-Form Centre
- Newly refurbished restaurant and cafe

# Our Values

## Excellence, Resilience

## Aspiration

These are more than just words on a page—they reflect who we are today and guide our decisions'

As an educator of young people, what we do speaks volumes. How we do it resonates even more loudly. Our values of Excellence, Resilience and Aspiration underpin everything we do and have become common language throughout the academy.

**Excellence**—The spirit of Montsaye is one that celebrates excellence in all things. Our curriculum is specifically aimed at making lessons both varied and challenging by putting enquiry, thinking, and questioning and independence at the heart of everything we do.

**Resilience**—Resilience in learning is about persevering through setbacks, taking on challenges and risking mistakes to reach a goal. Here at Montsaye we want everyone staff and pupils alike to have the tenacity to overcome barriers and exceed expectations.

**Aspiration**—Inspiring students and staff to be the best they can be is a whole school approach, we want our students and staff to seek new and exciting opportunities to develop themselves. At Montsaye we invest heavily in our student careers and our staff continuous professional development programmes.

# Career Development

## 'Montsaye Academy nurtures aspiring leaders'

We are a research engaged school and our teaching and learning strategies are driven by the evidence of what works. Our aim is to re-intellectualise teaching and to give all our teachers the opportunity to engage in research and development to improve their teaching practice.

We are committed to developing our staff and invest heavily in our well developed CPD programme, as well as giving our staff the freedom to focus on highly effective learning.

We also provide our staff with access to accredited qualifications and training.

### Apprenticeships

Both our support staff and teaching staff have access to apprenticeships unique to their area of work.

### Early Career Framework

We are proud to be a member of Pathfinder Schools who in partnership with the Best Practice Network (BPN) will be delivering the new Early Career Framework. Our Early Career Teachers will benefit from our specialist skills in the new framework.



### National Professional Qualifications (NPQ'S)

Pathfinder Schools is an official NPQ delivery partner who in collaboration with the Outstanding Leaders Partnership (OLP) are delivering the new National Professional Qualifications (NPQ) training programmes to schools from November 2021. The new qualifications draw from the very latest evidence and research into pedagogy, behaviour, curriculum and more.

# What our staff say...



94% of staff felt safe in school in relation to the behaviour of students.

"I have wonderful colleagues and absolutely love teaching."

84% of our staff are happy or very happy with our day to day communication

"Great team within the department, fantastic technicians and support staff."

86% of our staff feel comfortable asking their colleagues for help when they need it.

# Staff Wellbeing



“

**The morale of staff is high’-Ofsted January 2019**”

Montsaye Academy is heavily invested in staff wellbeing and is proud to offer access to the following;

- A dedicated wellbeing hub
- Weekly activities including mindfulness, yoga, staff walks and sessions with our stress busting wellbeing dog
- Cake Wednesdays where staff have the opportunity to bring in their bakes and catch up with colleagues
- A reduced membership rate for our onsite Sports Centre which boasts a pool and modern gym where staff can swim for free
- Free on-site annual flu jab
- Access to a staff counsellor and a 24/7 telephone counselling service for staff and their immediate family
- We have trained staff mental health first aiders and are part of the Pathfinder Schools Wellbeing Committee
- Access to an exceptional Occupational Health advice
- We support our colleagues to create Wellness Action Plans
- An employer who is committed to empowering our colleagues to achieve and maintain life-work balance



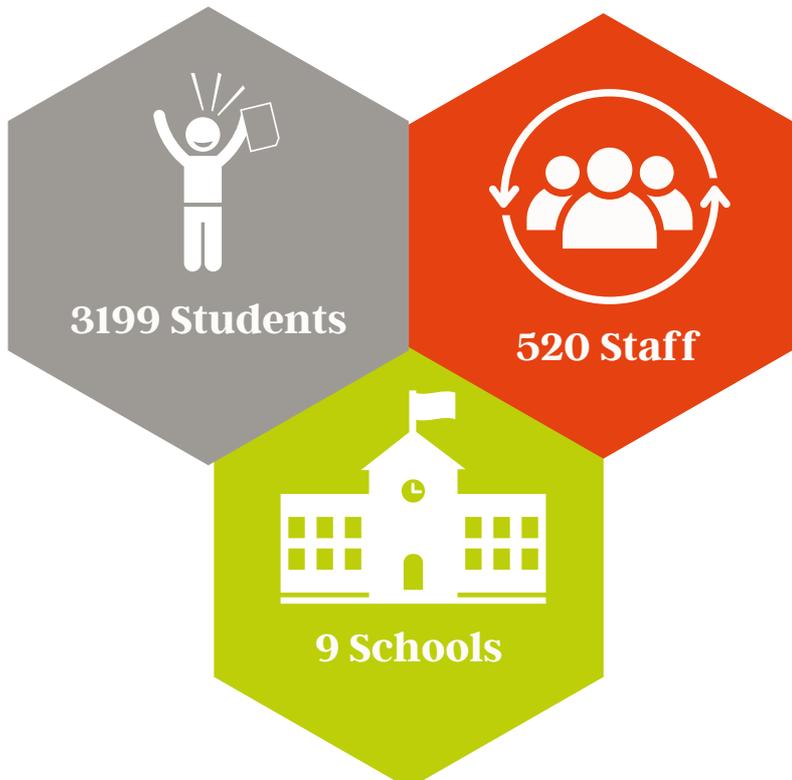
# PATHFINDER SCHOOLS

Inspiring greatness

Pathfinder Schools is a growing family of Academies, made possible by our talented staff and volunteers. We are fortunate to support pupils from nursery age up to post-16, and are proud of the contribution we make to local families throughout their children's education.

Our values of COLLABORATION, HUMANITY and INDEPENDENCE drive every decision we make.

Being part of Pathfinder Schools offers a fantastic opportunity to develop yourself, as a Trust we actively encourage collaboration and the sharing of good practice; we believe that by developing a love of learning and having the highest expectations, all members of the Pathfinder Schools community can achieve and inspire greatness.



"As a group of schools, we continue to grow stronger through collaboration and have seen some dramatic improvements as a result of our close working relationships"

## OUR PURPOSE

We exist to deliver the very best educational outcomes for every learner. Based upon a foundation of independence, we empower young people to broaden their horizons and open their minds to new opportunities.

## OUR VISION

At the heart of every Pathfinder School is the belief that life is about more than success; it's about greatness. The secret to finding this greatness lies in our everyday actions that make life more fulfilling and more rewarding for us and those around us.

## OUR VALUES

Our values stand at the very core of everything. They are the centre from which all we do and say radiates, guiding the way that we work together.

pn

**"I wanted to join Pathfinder Schools as I was attracted to the Trust's values – a belief that anyone can find their own greatness always strikes a chord with me and I know that the Trust really believes in its students and staff."-Pathfinder Schools colleague**



## Contract type

- Flexible working pattern
- Permanent

## Salary

- Grade B Point 2
- £20,441 per annum pro rata

## Closing date

- 18th September 2023

## Interviews

- TBC

## How to apply

To apply, please complete a Pathfinder Schools application form, which can be downloaded from the vacancies page of the website

[www.pathfinderschools.org.uk/join-us/vacancies](http://www.pathfinderschools.org.uk/join-us/vacancies)

Completed application forms should be accompanied by a letter of application and should be sent to [recruitment@pfschools.org.uk](mailto:recruitment@pfschools.org.uk)

We are seeking to appoint a cleaner to join our academy support staff as a member of the site team. Cleaning staff are responsible for carrying out duties that ensure that Montsaye Academy and Montsaye Academy Sports Centre are safe and welcoming environments for our pupils, staff and visitors.

The successful candidate will be a friendly, reliable and highly motivated person to support the daily cleaning of the Academy and join the already established team on site. You will be required to carry out a range of duties and show commitment to maintaining the Academy environment to a high level.

We occasionally close vacancies early in the event that we receive a high volume of applications. Interviews may begin soon after receipt of applications for shortlisted candidates, therefore we recommend that you apply early.

If you are interested in arranging a tour of the school or would like to speak with a member of the school team to learn more about our Academy and the role, please email the academy Interim Business Manager Claire Allsopp who will assist you further [callsopp@montsaye.pfschools.org.uk](mailto:callsopp@montsaye.pfschools.org.uk)

Pathfinder Schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. DBS, Reference, Identity, Criminal Record and Medical Checks are mandatory for all posts within Pathfinder Schools.

Pathfinder Schools is passionate about its values of collaboration, humanity and independence, we believe that when people feel respected and included they can be more creative, innovative, and successful. We are committed to an inclusive workforce that represents many different cultures, backgrounds and viewpoints. Our employee lifecycle processes are designed to prevent discrimination against our colleagues, regardless of gender identity or expression, sexual orientation, religion or belief, pregnancy and maternity, marital status, ethnicity, age, disability status, or any other aspect which makes them unique. While we have more work to do to advance diversity and inclusion, we're committed to moving our Trust and the education sector forward.



# Cleaner

## Job Description

- Grade B Point 2

Accountable to: Operational Business Manager

Responsible to: Cleaning Manager

### SPECIAL FACTORS:

Subject to the duration of the need, the conditions given below may apply:

- The nature of the work may involve on occasion the post holder carrying out work outside of normal working hours.
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the academy.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore, a DBS enhanced check is an essential requirement.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

### Responsible for:

Cleaning staff are responsible for carrying out all cleaning duties that enables Montsaye Academy and Montsaye Community Sports Centre to operate fully and efficiently as an effective learning environment. Cleaners are expected to be flexible in their approach to their working practises and duties and to carry out all reasonable requests as required by the cleaning manager including:

- Taking on and working in different areas of the Academy as directed by the Cleaning Manager or his/her representative
- To cover for absent cleaners as and when necessary
- Using new cleaning techniques as appropriate
- Undertaking any training organised by the academy
- Operating any reorganisation in the cleaning schedule that is deemed necessary for the benefit of the academy

### Specific Tasks

- Emptying waste bins, bagging any rubbish and removing it to the designated area for collection.
- Wiping any spillage from the bins and periodic cleaning of the bins as per schedule
- Removing chewing gum from floors, furniture and fittings
- Clean all furniture and fittings (e.g. ledges, skirting boards, etc) in designated room or area
- Polish all areas as appropriate
- Clean all interior glass, including door glass panels
- Clean floor area using the appropriate medium (sweep, vacuum, mop etc)
- Remove any graffiti
- Wash, buff and dry all sanitary ware
- Replenish toilet rolls and soap
- Tidy all furniture in classrooms on leaving
- To wear the issue cleaner operative's uniform or protective clothing as issued
- To comply with the academy's established clocking in and out procedure
- To follow the attached Health & Safety procedures:
- Maintenance of own cleaning area, storage space and equipment. Under NO circumstances must individuals replenish chemicals. Please leave in designated area
- To report any faults in the fabric of the building in their area to the Site Team
- To carry out any other duties arising from the use of the school buildings as directed by the Principal or their agent

### **Applicants must**

- **Be prepared to work additional hours, upon request, in order to ensure that the full cleaning rota is covered**
- **Be sufficiently physically fit to do the required tasks**
- **Respond to requests from school staff relating to cleaning/hygiene matters**
- **Be prepared to carry out a variety of duties in support of the Cleaning Manager**
- **Have a good personal manner**
- **Demonstrate a willingness to join in, learn and contribute to the further success of the Site Team/Academy**

**The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.**

**Accountable to: Operational Business  
Manager**

**Responsible to: Cleaning Manager**

# Person Specification

## Cleaner



	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of numeracy and literacy</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 1 in Cleaning</li> </ul>
<b>Experience/ skills</b>	<ul style="list-style-type: none"> <li>• Working knowledge of Health and Safety.</li> <li>• Experience of working in a similar environment</li> <li>• The ability to work as part of a team</li> <li>• Good organisational skills</li> <li>• Ability to work under pressure</li> <li>• Ability to understand instructions regarding the use of cleaning chemicals</li> <li>• Adaptability to cover academy need</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of using a buffing machine or similar equipment</li> <li>• Health &amp; Safety training</li> <li>• A current Manual Handling qualification.</li> <li>• Knowledge and understanding of COSHH.</li> <li>• A commitment to the professional standards.</li> <li>• Willingness to undertake NVQ Level 1 training.</li> </ul>
<b>Written application</b>	<ul style="list-style-type: none"> <li>• A well constructed, legible application</li> </ul>	
<b>Communication</b>	<ul style="list-style-type: none"> <li>• An ability to communicate effectively in oral and written forms</li> </ul>	
<b>Relationships</b>	<ul style="list-style-type: none"> <li>• An ability to establish good working relationships with staff and the ability to form and maintain appropriate relationships and personal boundaries with students</li> </ul>	
<b>Equal opportunities</b>	<ul style="list-style-type: none"> <li>• An understanding of issues relating to equal opportunities</li> </ul>	

# Contact us



**1** Visit us **Montsaye Academy**  
**Greening Road**  
**Rothwell**  
**Kettering**  
**Northamptonshire**  
**NN14 6BB**

---

**2** Call us **Tel: 01536 418844**

---

**3** Email us **Academy Interim Business Manager**  
**[callsopp@montsaye.pfschools.org.uk](mailto:callsopp@montsaye.pfschools.org.uk)**  
**[recruitment@pfschools.org.uk](mailto:recruitment@pfschools.org.uk)**

---

**4** Follow us **@Montsaye**



**5** Visit our website **[www.montsaye.northants.sch.uk](http://www.montsaye.northants.sch.uk)**

