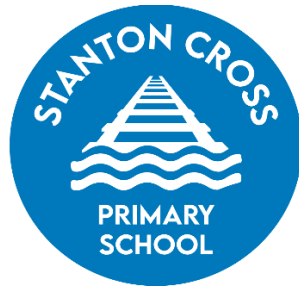




NORTHAMPTON
PRIMARY ACADEMY TRUST



Cleaner



Welcome from the Chair of the Board of Trustees

We are delighted that you are interested in applying for a position at the Northampton Primary Academy Trust (NPAT).

The Northampton Primary Academy Trust Partnership was founded in August 2012 and was built on the vision of five Headteachers to bring together like-minded schools to provide quality-first teaching and learning to all children across member schools, delivered and supported by passionate personnel of the highest professional calibre. Our member schools come in many shapes and sizes, from small to large, split-site primaries and cover a diverse geographical range and socio-economic mix.

Our vision is to achieve “educational excellence; creating opportunities and enriching lives”. To achieve this, our mission is to develop a Multi-Academy Trust of highly effective and sustainable schools. NPAT schools all share a common vision and are committed to the NPAT values, whilst retaining the freedom to innovate and develop their own identity and character.

The Trust is built on the principle of synergy; that a collaboration of vibrant and successful schools can achieve collectively what a single school couldn't achieve alone. NPAT improves our schools using teamwork and innovation through partnership working that brings together children, parents, teachers, governors and school leaders.

From the original five schools we have seen progressive growth, with fourteen schools currently on board. Whilst we grow in size, the Trustees and Executive Team are keen to ensure that we retain the values and ethos upon which our Trust was originally built.

Joining our Trust will mean that you will benefit from excellent opportunities to learn and further your career, through strong collaboration and good career progression opportunities across our school network, and you will have great fun along the way.

We are on an amazing journey and we would be delighted to welcome you on board to be an integral part of it!

Thank you

James Marscheider

'Achieving Extraordinary Things'

Dear Applicant

Thank you for your interest in furthering your career at Northampton Primary Academy Trust. We aim to appoint and retain the highest calibre of staff at all levels. We work hard to ensure that our staff have every opportunity to develop as professionals throughout their career.

We are committed to developing the best working practices for our staff and ensure that staff working conditions, workload and well-being are at the heart of our thinking.

Our NPAT Staff Pledge shows our ongoing commitment to our workforce and we try to ensure that anyone working in an NPAT schools can expect:

- A fair and reasonable workload.
- High quality training and CPD opportunities that meet the needs of individual members.
- A fair pay and reward package at least equal to the national agreement for teachers, and the Local Authority pay scale for support staff.
- Support and incentive to ensure positive well-being.
- Higher priority placement in the school that you work at for the admission of staff children.

NPAT is committed to providing the most innovative, creative and inclusive education possible. We pride ourselves on high expectations and outcomes for our children through a curriculum which is aimed at nurturing the whole child academically and personally.

We are committed to the personal and professional development of our staff, offering innovative, collaborative and supportive approaches to training and development courses in priority areas. We are always keen to hear about the professional needs of our staff, so please feel free to let us know of any areas that you feel we could support you with.

NPAT always aims to be at the forefront of the latest educational thinking and research, including our current work on curriculum development which will provide clarity to teachers about wider curriculum content so that their valuable time can be spent concentrating on delivery and personalising this to meet the needs of their learners. We aim to work with the very best educational researchers and give our staff every opportunity to hear the latest research evidence tied in to our education strategy and priorities.

We hope that you will join us in one of our NPAT schools and look forward to working closely with you.

Yours sincerely,

Julia Kedwards, OBE

NPAT Chief Executive Officer

Follow us on Twitter: @NPATrust, **Telephone/text:** NPAT Office 07741 654181

Email: recruitment@npatschools.org, **Website:** <https://npatschools.org/index.php>

"The Northampton Primary Academy Trust (NPAT) is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including the right to work in the UK, a health check, an enhanced DBS check and satisfactory references."

The Northampton Primary Academy Trust (NPAT)

NPAT was formed in 2012 by a group of five Northampton Schools who believed that by working together, they could achieve something truly special for children across Northampton Town. NPAT is now a collaboration of 14 schools representing more than 4500 fabulous children and 800 amazing staff. Our schools are:

Abington Vale Primary School

Blackthorn Primary School

East Hunsbury Primary School

Ecton Brook Primary School

Headlands Primary School

Langland Community School (Milton Keynes)

Lings Primary School

Rectory Farm Primary School

Park Junior Primary School (Wellingborough)

Simon de Senlis Primary School

Stanton Cross Primary School (Wellingborough)

Thorplands Primary School

Upton Meadows Primary School

Weston Favell Primary School

NPAT is driven by a vision of innovation, high aspiration and achievement, and a commitment to sport and the arts. This approach is encapsulated in our motto:

'Achieving Extraordinary Things'

NPAT schools all share a common vision - ***to achieve educational excellence, create opportunities and enrich lives*** - and are committed to shared principles and approaches whilst retaining the freedom to innovate and develop their own identity and character. Our schools span a range of communities and locations across the town, and we are able to offer staff opportunities to collaborate with others across the Trust.

The partnership is built on the principle of synergy; our collaboration of vibrant and diverse schools can collectively achieve more than a single school working alone. NPAT schools improve using collaboration and innovation through partnership working that brings together children, parents, teachers and school leaders, with the understanding that we are one organisation with many different sites:

'My school is your school; your children are 'our' children.'

Within the partnership, schools will have a range of strengths and needs and will be at different stages in their improvement journey. All schools are committed to an ethos of mutual support, sharing of best practice and co-creation of NPAT policies and curriculum approaches.



Stanton Cross is a new school in the heart of the Stanton Cross development in Wellingborough. We deliver an enriched, relevant, engaging and innovative curriculum which enables children to become knowledgeable, adaptable and confident to reach their own academic potential.

Eventually, we will educate 420 children in our state-of-the-art building but as we grow, we are opening to one year group at a time. We are a very diverse school with a third of our children speaking more than one language which makes our school a vibrant place to be.

We are part of Northampton Primary Academy Trust (NPAT), and we share the driving vision of *innovation, high aspiration and achievement and a commitment to sport and the arts*.

NPAT is a group of schools working in collaboration **as one entity** to improve and maintain high educational standards across the group. At Stanton Cross we drive the NPAT passion for excellent educational provision, along with a belief that children must remain at the heart of every decision made by our leaders at all levels, led us to develop a trust where we encourage our children, staff and friends to '*Achieve Extraordinary Things*'.

This is underpinned by our DARE belief and core values.

We show determination in all we do.

We try our best to achieve all the learning goals and tasks set.

We show respect for ourselves, others and the school.

We enjoy our time at Stanton Cross.

Our values are:

Ambition - Respect – Responsibility – Honesty - Curiosity – Gratitude

Job Description

Post Holder: Cleaner

Responsible to: Site Supervisor

Pay and conditions – Permanent position - 10 hours per week, term time only, 3:30pm-5:30pm Monday to Friday plus one week during the summer holiday period as agreed with the site supervisor. Salary for this post the salary is Grade B Point 2 £5071.89.

The school are looking to appoint a hard-working, positive and reliable cleaner to join our dedicated team. The Site Supervising staff and cleaning team as a whole are responsible for maintaining high standards of cleanliness throughout the school. Each cleaner will be responsible for an area and will be expected to clean to the frequency and standard set out. At the direction of the Site Supervisor, cleaning staff may be required to clean other areas.

The job description below may be amended at any time following discussion between the Head of School and member of staff. The job description will be reviewed annually.

Stanton Cross Primary School is fully committed to its duties relating to Child protection issues and all appointments are made subject to full DBS clearance.

Duties

1. Toilet & cloakroom area

- Clean lavatory basins with appropriate cleaner provided.
- Clean inside and outside surround of sinks
- Clean taps
- Refill toilet dispensers in all cubicles if required.
- Refill paper towels in each dispenser if required.
- Refill soap dispensers if required.
- Wipe tiles
- Polish mirrors
- Wipe paintwork and toilet doors
- Empty rubbish bins and replace with new bin liners.
- Clean and mop floor with appropriate cleaner

2. Classrooms/Group rooms/staff room/offices/meeting rooms and library areas

- Vacuum carpet (spot clean if necessary)
- Hard flooring – dust control sweep or vacuum and mop
- Furniture/desks – damp dust (all removable furniture e.g. trolleys must be pulled out and cleaned under)
- Fixtures and fittings – dust and damp wipe (inc. Skirting, pipes, window ledges)
- Bins – Empty daily and damp wipe monthly
- Clean inside and outside surround of sinks
- Doors-remove marks from glass, doors and walls
- Clean telephones

3. Corridors

- Vacuum carpet (spot clean if necessary)
- Furniture/desks – damp dust (all removable furniture e.g. trolleys must be pulled out and cleaned under)

- Fixtures and fittings – dust and damp wipe (inc. Skirting, pipes, window ledges)
- Doors-remove marks from glass, doors and walls
- Ledges – Dust and damp wipe

4. Stairs

- Vacuum carpet (spot clean if necessary)
- Hard flooring – dust control sweep or vacuum and damp mop
- Furniture/desks – damp dust (all removable furniture e.g. trolleys must be pulled out and cleaned under)
- Fixtures and fittings – dust and damp wipe (inc. Skirting, pipes, window ledges)
- Doors-remove marks from glass, doors and walls

PERSON SPECIFICATION

Skills/Abilities and knowledge

- Ability to carry out general cleaning duties as detailed in the job description
- Is punctual and reliable
- Ability to manage time effectively to complete tasks to a high level
- Ability to prioritise work
- Able to work with minimum supervision
- Ability to work both alone and within a team to achieve specific standards
- Be flexible to changing demands of the post
- Take pride in a job well done
- Ability to demonstrate an understanding of why Equal Opportunities are important in employment and service delivery
- Ability to respect and value the different experiences, ideas and backgrounds that others can bring to work and teams
- Ability to demonstrate an understanding of why customer care is important in employment and service delivery
- Have an awareness of and display a commitment to the relevant legislation and guidance in working practices in relation to the safeguarding of children and young people.
- To undertake any training relevant to your role
- Must be in good health

Qualifications / experience

- Able to communicate clearly, understand and follow instructions
- Experience of undertaking general cleaning duties

Statement of Equality

Northampton Primary Academy Trust is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. Applications are invited from all members of the community.

We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, volunteers, contractors and former staff members.

Safeguarding

Nothing is more important than keeping all our children safe, especially the most vulnerable. The NPAT Partnership is fully committed to ensuring that children with SEND, those eligible for Pupil Premium funding and other vulnerable groups are able to achieve as highly as possible. Schools within the partnership will have the most rigorous and updated procedures and policies which help keep children in our care safe. We will ensure that all vulnerable groups of children achieve highly, when compared to their peers nationally, through the following measures:

- All schools will be subjected to an annual safeguarding audit
- Behaviour and Safety of children will be outstanding in all our schools

Our Trust policy can be found here:

How to Apply

If interested in the position, please contact the Office Manager, Stacey Coote, on Stacey.Coote@stantoncrossprimary.co.uk or 01933 594049 to discuss. Visits to the school are welcome before applying for the post.

To apply for this position, please complete the attached Trust Application Form and submit, together with a letter of application of no more than one side of A4, supporting your application.

Please return applications by email to Stacey.coote@Stantoncrossprimary.co.uk or by post to Stanton Cross Primary School, 4 Waverley Drive, Wellingborough, NN8 1GN

Closing date: Friday 17th May

Interviews will be held: WB- Monday 20th May

Start date- As soon as possible, subject to relevant checks

Policy Statement

We are Northampton Primary Academy Trust. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process.

Up to and including shortlisting stage:

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

Following shortlisting stage, and prior to making a final decision

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);*

- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;*
- medical check to indicate fitness to work;*
- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);*
- if you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) or replacement organisation, Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);* and
- equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

Where do we get information from about during your application process?

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

Why do we use this information?

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- so that we are able to monitor applications for posts in the [Trust/Academy/School] to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.



How long will we hold information in relation to your application?

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further detail please see our Records Management Policy.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted.

Who will we share information with about your application?

We will not share information gathered during your application process with third parties, other than professional advisors such as legal as HR advisors.

Rights in relation to your personal data

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

NPAT Data Protection Officer – email: dpo@npatschools.org

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact our Data Protection Officer. The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

Concerns

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer – email: dpo@npatschools.org



