



Truro and Penwith
Academy Trust

PENSANS SCHOOL

Pensans School, Madron Road, Penzance, TR20 8UH

secretary@pensans.cornwall.sch.uk

Headteacher: Ms Angela Clay

www.pensansprimary.co.uk

CLEANER RECRUITMENT PACK

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School information for applicants



Welcome to Pensans School

This information pack will provide you with an insight into our school and offer some practical information which will be of use to you as a prospective member of our school community.

We are developing our pedagogy to inspire and motivate children and adults to fully engage with learning so that the children develop a passion for learning. As part of EdTransform we are committed to the following core principles:

1. We place the learner at the centre of all of our activities, continuously reflecting on how effectively our actions are impacting on the outcomes of each individual.
2. Our curriculum content is relevant to the lives of our learners, ensuring that outcomes are authentic and have an impact on the real world.
3. We provide learners with the necessary tools and environments to enable them to be flexible, choosing how, where and with whom they work.
4. We ensure learners are engaged in collaborative, self-directed learning with the teachers acting as facilitators.
5. We strive for staff members to be treated as professionals, ensuring that we place significant emphasis on professional dialogue and time to plan, design and teach in teams for a significant proportion of their work.
6. We respect and promote the work life balance of employees ensuring that work place systems and schedules encourage a healthy balance. Policies and protocols are regularly reviewed and evaluated to measure their relevance and effectiveness in order to ensure these bureaucratic systems are kept to a minimum.
7. We provide opportunities to network and collaborate across the whole EdTransform network and with our wider community, sharing information freely.
8. We place huge importance on research and on developing new pedagogies and tools to liberate learning from past conventions to connect learners in new and powerful ways.

General background

Pensans Community Primary School came into being in September 2005 as a result of the amalgamation of Penzance (Lescudjack) Infant School and Penzance Junior School. The name Pensans is the traditional Cornish spelling of Penzance and was selected by the Governing Body to reflect the cultural heritage of the town. Our school serves a community of deprivation and we are committed to raising standards and ensuring that all children achieve.

Formerly part of Penlee Academy Trust, we joined Truro and Penwith Academy Trust (TPAT) in June 2017. TPAT is a supportive and collaborative organisation with one primary focus: the improvement of teaching and learning within Cornwall. The Academy Trust works with local schools to ensure that young people in Cornwall have access to the best possible learning experiences.

Class organisation

The school currently has 220 plus Nursery (35) children on roll.

Nursery for 2 year olds – Caterpillars – 8 children

Nursery for 3/4 year olds - Butterflies – 27 children

Reception – Bumblebees – 18 children

1 x Year 1 class – (Green)

1 x Year 2 classes (Orange)

1 x Year 3 classes (Amber)

3 x mixed Year 4 + 5 classes (Cobalt, Indigo and Violet)

1 x Year 6 class (Turquoise)

Staff organisation

The school has 5 full-time teachers, 4 part-time teachers, a part-time SENCO, a full-time deputy headteacher and a full-time headteacher. In addition, we have an NNEB Qualified Nursery Nurse, a Nursery Lead for 2 year olds and 18 Teaching Assistants who are a key part of our teaching and learning team.

We also have a dedicated non-teaching staff team which cover the administrative, catering and site management responsibilities of the school. The Leadership Team is currently made up of four staff including the headteacher, plus any staff for whom the agenda is particularly relevant.

We are strongly committed to staff development and learning.

Our curriculum

We have invested in providing a bespoke, exciting and creative curriculum which inspires and motivates children and supports high quality learning. Our curriculum is underpinned by a commitment to REAL Projects.

At Pensans we believe that children need to have a connection with their local community and the wider world. Staff plan learning opportunities within their projects to get children outside in our wonderful school grounds as well as our local environment and around Cornwall. Children get to experience a Forest School programme and experience camps and residential to enrich their learning further.

At the end of each termly project there is a public outcome and we pride ourselves on the engagement and behaviour of our children.

We love to be involved in our local community and regularly link with neighbouring schools, churches, we perform at the annual St Piran's celebrations and Mazey Day as well as many local sporting events.

We provide a range of extra-curricular clubs including rugby, high five, football, cricket, choir, cookery, drama, sewing and many more.

Safeguarding

Pensans is committed to promoting the safety and well being of all pupils. All recruitment processes are undertaken using thorough checks to ensure the suitability of candidates. Successful candidates will be required to undertake an enhanced Disclosure and Barring Service (DBS) check, and will be assessed against the Childcare Disqualification Regulations.

Useful Information and Recruitment Timescale

We hope you find this pack provides all the information you need in order to consider your application for this post.

Any questions or matters you would like to discuss informally please contact:

Catherine Harvey– by email secretary@pensans.cornwall.sch.uk

Please note that CVs will not be accepted.

Closing Date:

All forms in the application pack to be emailed and returned to: hr@pensans.cornwall.sch.uk by midnight **Sunday 22nd November**.

Shortlisting

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.

Interviews

Interviews will be held on **Thursday 26th November**.

Job Description and person specification table

Cleaner

Required as soon as possible, one part-time cleaner – Monday to Friday, after school hours. 5 hours per week, 44 weeks per year (term time plus 6 weeks over the school holidays as agreed with line manager). This will be a permanent variable contract.

To play a key role as a member of the cleaning team in maintaining the school buildings, grounds and facilities in a clean, safe and hygienic condition under the direction of the Cleaner Supervisor, Site Supervisor and Headteacher.

When writing your application please refer to the essential and desirable criteria in the following pages.

We are committed to safeguarding children and the successful applicant will be required to undertake an enhanced criminal records disclosure check and two references will be taken up.

Job Title:	Cleaner
Code:	Sup10
Salary Range:	TPAT Point 1 £17,285 Per annum/pro rata - £8.96 per hour
Hours:	5 hours per week (one hour after school Mon – Friday) Term time plus 6 weeks over school holidays to be arranged.
	Pensans School
Responsible to:	Cleaner Supervisor/ Site Supervisor
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External	<u>Internal:</u> Headteacher, School Senior Management Team, Staff, Pupils, Governors. <u>External:</u> Parents, Cornwall Council Departments, Maintenance contractors, suppliers of goods and services, visitors to the school

Main Purpose of Job:

- To play a key role as a member of the cleaning team in maintaining the school buildings, grounds and facilities in a clean, safe and hygienic condition under the direction of the Site Supervisor, Premises Manager and Headteacher.

Main Duties and Responsibilities:

- Daily clean a designated area to include cleaning of sanitary ware, sweeping, damp mopping and wiping, dusting, vacuuming, polishing, etc. of all surfaces, including the safe use of appropriate cleaning and powered equipment
- To undertake a set daily cleaning programme to ensure high standards of cleanliness throughout the school at all times
- To maintain adequate levels of stock including soap, towels, etc. in the cloakrooms
- To empty bins daily, taking all rubbish to a designated central collection point
- To observe all health and safety procedures at all times
- To report any diffused bulbs, damage to property or other property faults and defects to the Site Supervisor
- To participate in major cleaning activities outside of the school term time, including internal window cleaning, scrubbing, stripping and resealing polished floors, cleaning light fittings, walls, doors, window frames, blinds, upholstery, etc.
- To assist with moving furniture and other related tasks as required by the Site Supervisor
- To secure doors and windows as instructed by the Site Supervisor

General/Other:

To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy's and the trust's pupils at all times

New Appointments: To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance

To be aware of and adhere to all Trust policies and procedures

To be responsible for your own continuing self-development and attend meetings as appropriate

To undertake other duties appropriate to the post as required

Person Specification:	Essential		Enhanced		Recruiting method
Education and Training	None		Good standard of literacy & numeracy equivalent the GCSE grade C	1	Application
			Health and Safety Training/Qualifications	2	
			Manual Handling Training/Qualifications		

Skills and Experience	Ability to work on own initiative	A	Previous cleaning experience in a similar environment	3	Application and Interview
	Good communication and interpersonal skills	B			
	Ability to be a team player	C			
	Organisation and time management skills	D			
Specialist Knowledge and Skills	Knowledge of cleaning standards and procedures	E	Knowledge of equipment maintenance Working knowledge of Health & Safety at Work Act and COSHH regulations	4	Application and Interview
	Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people	F		5	
	Demonstrates an awareness, understanding and commitment to equal opportunities	G			
Behaviours and Values					Application and Interview

Special Conditions related to the post

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.

How to apply:	<p>To download an application pack please visit the vacancies section: www.pensansprimary.co.uk</p> <p>Please complete all forms in full and return to: hr@pensans.cornwall.sch.uk</p> <p>Please note that we do not accept CVs.</p>
Contact details:	<p>Address: Pensans School, Madron Road, Penzance, Cornwall TR20 8UH</p> <p>Tel: 01736 363627 E-mail: hr@pensans.cornwall.sch.uk</p>
Closing date:	<p>Application deadline date – Sunday 22nd November (Midnight)</p> <p>Interviews – Thursday 26th November</p> <p>Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.</p>



Letter from Chair of the Board of Trustees

Ellen Winsor MBE

Chair of the Board of Trustees
Truro and Penwith Academy Trust

Thank you for your interest in this opportunity to join the Truro and Penwith Academy Trust.

We are proud of our Academy Trust and what has been achieved since it was established early in 2014. During a sustained period of growth, the Trust has expanded and now includes twenty-eight schools with three having joined us at the beginning of April 2019. The Trust encompasses provision across the nursery, primary and secondary phases of education with schools grouped into three main clusters.

In January 2019, the Trust was highly praised in a summary evaluation visit by Ofsted. The findings confirmed that the Trust is one that schools want to join. It was acknowledged that there is high quality support within the Trust for schools and that Headteachers feel supported and empowered.

The Trust is innovative and dynamic and works in partnership with the Cornwall Teaching School and its associates to provide bespoke school support and effective improvement activities. Staff receive high quality development opportunities and schools in the Trust benefit from the considerable expertise of the TPAT Central Team which can help to identify cost effective and local solutions as well as supporting excellent leadership and governance.

Central to everything that is done in the Trust are the students. We firmly believe in equality and the importance of encouraging and helping every one of our children and young people to achieve their full potential. Our key focus is on improving learning and teaching for all.

We recognise and encourage the local distinctiveness and the individuality of schools and hope to inspire them to become beacons of hope and aspiration in the communities they serve.

The Trust is looking for an exceptional candidate with vision, energy and determination, who is able to work with committed and supportive colleagues to build on this success and seize opportunities to further develop the Trust and deliver first class education in Cornwall.

If you have the ambition and qualities to take on this role we look forward to receiving your application.

Ellen Winsor MBE

Chair of the Board of Trustees
Truro and Penwith Academy Trust