



*Opportunity to join an 'Outstanding' all-through academy specialising in mathematics and citizenship.*

# **Cleaning Operative**

# **Candidate Information**

# **Pack**

Dear Candidate

Thank you for taking the time to find out more about Ark Academy in Wembley Park and the possibility of working here. Included in this pack is information about the academy, ARK schools (who sponsor the academy) and the role of cleaning operative.

An opportunity to join a community of staff striving to maintain and continuing to create an outstanding comprehensive school. We are looking to recruit a versatile and committed individual to provide a comprehensive service and join our hard working team of in house cleaning staff.

Ark Academy is an all through school that offers excellent learning from nursery through to higher education. In an all through school, school parents can expect their son/daughter to transfer seamlessly from primary to secondary school. We are one and share the same values and expectations. Our aim is to ensure that all our pupils develop as high achieving, confident, articulate young people whose education fully equips them to go on to university or the career of their choice and this starts from an early age.

To apply, follow the link at <https://arkacademy.org/vacancies>. For an informal, conversation about the role, please contact Graeme Harris, Operations Manager on 020 8385 4370

We wish you the best with your application.

**Delia Smith OBE**  
**Principal**



# Ark Academy

## The Principal

Delia Smith is the founding principal of Ark Academy. Previously she was the headteacher of St Angela's Ursuline School in Forest Gate for 16 years. She has also been a schools' inspector and was awarded an OBE for services to education.

## About Ark Academy

We are a non-selective school specialising in **mathematics** and **citizenship** that serves children of all abilities. Our commitment is to know every pupil as an individual, and to foster the principles of team spirit, responsibility and care for others. Our pupils enjoy both a nurturing environment and the social benefits of a small school and the range and resources of a large, well-equipped academy.

## Facilities

Our buildings were designed by award winning architects Studio E (who created the successful design for City of London Academy in Southwark) and are organised to support calm and ordered learning. Pupils have access to specialist indoor and outdoor sports facilities, excellent science and ICT facilities, music, Design and Technology, art and drama studios and a 150 sqm, well-stocked and up-to-date library as well as inviting and well-equipped classrooms.



## About ARK Schools

ARK Schools is an education charity set up in 2004 to create a network of high achieving, non-selective, inner-city schools where all pupils, regardless of their background or prior attainment, achieve highly enough by age 18 to have real choices: to go on to university or the career of their choice. ARK Schools has no faith affiliations.

All the ARK schools are situated in areas of high deprivation or educational need and our pupil profile reflects this: over half of our pupils are eligible for free school meals compared to 18% nationally.

The ARK network operates 40+ schools in the UK across London, Portsmouth, Birmingham and Hastings. Each of our schools has its own distinctive character, reflecting its local community.

## About the Cleaning Team at Ark Academy

The Ark Academy cleaning team are responsible for the day-to-day cleaning operations, covering a wide variety of areas.

The department is made up of 14 staff, including the cleaning manager and one full time day operative. The department members are assigned their own specific area of responsibility within the school, which is rotated each term, as well as ad-hoc tasks. The hours which the cleaning team operate are 5:00pm to 9pm Monday to Friday.



# Job Description: Cleaning Operative

**Reports to:** Cleaning Manager

**Start date:** ASAP

**Salary:** Ark support staff band 1 point 2

**Hours:** 20 hours per week, Monday to Friday 41 weeks per year.

## The Role

As part of the cleaning team, you will play an integral role in the team responsible for ensuring the academy is safe, inviting and positive. You will ensure the school is kept clean and hygienic to provide a safe and pleasant learning environment for staff and students.

## Key Responsibilities

- Work as part of the cleaning team as directed around the Academy, ensuring that it is kept clean, hygienic and safe to the required standard
- Correctly use the cleaning equipment and materials provided, in compliance with Health and Safety policies and procedures
- Deliver a programme of deep cleans and evening cleaning sessions for all areas of the Academy during the holiday and throughout the year, as directed by the Premises Manager
- Provide cover for other cleaning staff as directed by the Premises Manager

## Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

**EQUALITY AND DIVERSITY** Ark Academy is committed to promoting equality for all students and employees. Every individual will be treated with courtesy and respect and his or her contribution to the learning process will be valued. All employees are expected to understand and promote equality and diversity in the course of their work.

**SAFEGUARDING CHILDREN** Ark Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. A Section 128 check will be carried out on individuals applying for any role that retains or has been delegated any management responsibilities under the terms of a direction made by the Secretary of State for Education. Note: This job description will be reviewed annually.

# Person Specification – Cleaning Operative

## Knowledge, Skills and Experience

1. Experience of cleaning, preferably in a school environment **(D)**
2. Able to take ownership of tasks and work with minimal supervision **(E)**
3. Ability to follow relevant policies and procedures effectively **(E)**
4. Ability to speak fluent English **(D)**

## Behaviours

5. Genuine passion for and believe in the potential of every pupil **(E)**
6. A robust awareness of keeping children safe, noticing safeguarding and welfare concerns and you understand how and when to take appropriate action. **(E)**
7. Belief that every student should have access to an excellent education regardless of background. **(E)**
8. Professional outlook, detailed orientated and able to multi task and meet deadlines **(E)**
9. A team player that can work collaboratively as well as using own initiative **(E)**
10. Calm and professional under pressure **(E)**

## Other

- Right to work in the UK **(E)**
- Commitment to equality of opportunity and the safeguarding and welfare of all student **(E)**
- Willingness to undertake training as identified **(E)**
- This post is subject to an enhanced Criminal Records Bureau disclosure.
- Working time will be subject to an ongoing review and adjustment in consultation with the post holder.

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check*

## ARK Safe Recruitment Procedure

ARK is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

**Disclosures** This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

**Reference Checking** References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information

**Probation** All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

### WHERE TO FIND US



**Wembley Park (Jubilee/Metropolitan Line)**



**Chiltern Railways**



**Buses: 206, 245, 297, 83, 182**

#### **By Car: A479**

Postcode for satnav: HA9 9JR

A406 North Circular Road (15 minutes away)

**Ark Academy** Bridge Road London HA9 9JP

Tel: +44 (0)20 8385 4370

Email: [info@arkacademy.org](mailto:info@arkacademy.org)

Website: [www.arkacademy.org](http://www.arkacademy.org)

