



Cleaner

Recruitment Pack





“Together we engage, thrive and achieve”

Executive Head Teacher: Lori Ann Mackey MA (Ed)

Head of School: Heather Jolly BA (Ed) Hons

Primary: Sidcup and Crayford / Secondary: Belvedere

 <https://www.shenstone-tkat.org/>



Dear Applicant

Thank you for showing an interest in the role of Cleaner at Shenstone School.

We have devised this applicant pack in order to provide you with a glimpse of what makes us proud to be part of Shenstone School. Please take time to read through the literature provided and in addition, we encourage you to explore the school's website and also pop along for the tour as detailed on the job advert page.

Our website can be found at www.shenstone-tkat.org and contains further information such as: Our Vision and Values, Policies and Procedures, Health and Wellbeing, Curriculum Offer, School Development Plan, Ofsted report and results and virtual tours of the school.

The school has an ethos of ***“Together we engage, thrive and achieve”***. This is integrated into, and evident in, all we do at Shenstone and starts with the staff. Without the amazing and committed staff that we have, we would be unable to provide such a wonderful experience to our fantastic children.

If after reading through the applicant pack, you still feel as though Shenstone is the place for you, we welcome you to apply. To do so, please use your application to showcase your experience and how it reflects both the job description and person specification for the role. We also like to hear why you have chosen Shenstone School and what you can bring to this exciting role.

We hope that we have inspired you to apply to join the staff at Shenstone School, just as much our pupils inspire us with their individual achievements everyday.

If you require any help/support or have any questions, please do not hesitate to contact the school office on 01322 524145 or via e-mail hr@shenstone-tkat.org.

Yours faithfully

Lori Mackey
Executive Head Teacher



2022-2025





About Shenstone School

Welcome to Shenstone from Lori Mackey - Executive Head Teacher

Shenstone School is an all-through school for children with severe or complex learning difficulties within the London Borough of Bexley. All pupils who attend Shenstone School have Education and Health Care Plans. We are one of two special schools within The Kemnal Academies Trust (TKAT).

Shenstone School is based across three sites: Sidcup, Crayford, and Thamesmead. For the academic year 2024-2025, we will have a Key Stage 3 group at a temporary site in Thamesmead while we wait for the completion of the new permanent building in Halt Robin Road, Belvedere. We will introduce a new secondary year group every year. By 2029-2030, Shenstone will accommodate children aged 3 -19 across our three school sites.

Every child is an individual, and as such, we diligently work as a school team and with wider multi-agency support teams to ensure that our curriculum delivery recognises this individual support, supporting each child with their life-long learning journey.

Paramount to our ethos is the belief in "support for all", which ensures that engagement with the pupils, their families, and our staff team is at the heart of all we strive to achieve. We work hard to ensure that Shenstone is a safe, happy, welcoming, and truly outstanding place where our pupils will thrive. Our school benefits from impressive facilities across all school sites, enabling us to offer a wide range of opportunities and activities to enhance learning both inside and outside the classroom.

Our pupils are amazing, and their progress is inspiring. Regardless of how big or small their successes are, we are very proud of the children and pleased to contribute to and support their achievements. The values and ethos of "together we engage, thrive, and achieve" are entwined through all that we do at Shenstone School.

"Trees grow and so do we"

..when asked about why the Shenstone Logo has a tree...
Bryce, Year 7



Please visit our website (Welcome Page) or click the link below to view a video which showcases our amazing school: [Shenstone Showcase Video](#)

Staff at Shenstone School can access the following benefits: excellent induction and probation processes, comprehensive in-house training, competitive pension scheme, employee counselling services, vaccination programmes, on-site mental health first aid team, long service awards and various other well-being and social activities.

We are very proud of Shenstone School and our achievements, which include autism accreditation through the National Autistic Society, The Wellbeing Award for Schools, Outstandingly Happy School status, Move Centre of Excellence Award, National Online Safety Certified School status, and we are also an accredited Arts Award Centre. We continue to expand with new ideas and initiatives to maintain and improve services for students and staff.

Meet some of our Pupils and Staff





About TKAT

Shenstone School is part of the TKAT academy (The Kemnal Academies Trust). TKAT is one of the largest Multi-Academy Trusts in the South and East of England, with 45 Primary and Secondary Academies in the TKAT Family. Our ultimate aim is to ensure we drive educational standards through the provision of outstanding teaching, leadership and learning for all. Our leaders focus on student progress and attainment and regularly share knowledge, insight and experience. We believe passionately in the power of collaborative working and actively promote school-to-school support.

Our students are at the heart of everything we do, and we strive to inspire learners and change lives as a result of our exceptional educational provision.

Via our website www.tkat.org, you can read our Welcome Brochure, which gives lots of information about:

- Our journey so far
- Our vision and values
- Our governance
- Our Executive Team
- Our primary strategy
- Our secondary strategy
- How we support our Academies

Working for TKAT:

In return for working for TKAT, as an employee, you will benefit from

- A wide variety of opportunities for professional development, including the potential to develop your career at more than one TKAT academy,
- Opportunities to work flexibly, where possible.
- Our support for your well-being at work, and
- The rewards of working to improve the life chances of our students.

What we do well

The following statements have been obtained from staff via questionnaires or feedback requests.

Shenstone has provided me with so many opportunities for progression.

I have settled in well and look forward to coming in every day to work with the amazing team and children at Shenstone.

The induction I received was thorough and the staff on site have all supported me with my ongoing learning within the job.

Shenstone is one big team

I felt like I achieved so much.

It is a rewarding job with beautiful friendly staff and children.

I most enjoy working alongside amazing children and being part of a team.

I LOVED WORKING AT SHENSTONE, THE STAFF WERE FRIENDLY AND THE CHILDREN WERE LOVELY.

I like working at Shenstone, the SLT and all the staff are lovely.



Job Advert

| | |
|-------------------------|--|
| Post Title: | Cleaner |
| Post Location: | Secondary site in Halt Robin Road, Belvedere. However, Shenstone is a multi-site school and you will need to be prepared/willing to work at any of our sites if the need arises. |
| Contract Type: | Permanent |
| Hours/Weeks: | 5 days per week (15 hours) (3:15 p.m. – 6:15 pm.) 52 weeks per year |
| Grade: | Bexley 04 (£14.77 per hour) |
| Salary: | £11,554 (Actual) £27,729 (full-time equivalent) |
| Post Start Date: | 1st September 2025 |
| Tour | If you are interested in applying, we strongly encourage you to arrange a tour of our amazing school. To arrange this please e-mail hr@shenstone-tkat.org |
| Closing Date: | Open until filled – latest date to apply is Midnight Sunday 22nd June 2025 . We will be accepting applications until our positions are filled. If we fill all of our vacancies, we will close this advert prior to the latest date specified above and without further notice. If you are interested in this position, it is highly recommended that you apply as soon as possible upon seeing the advert. |
| Interview Date : | TBA |

About the Role

We are looking for an experienced and dedicated cleaner to join our friendly team.

The successful candidate must be hard-working, enthusiastic, highly motivated and reliable.

You must be well organised and able to clean to a high standard within set timescales.

You will be required to clean all areas of the school including toilets/changing areas.

Participation in deep cleans during school holiday times is essential and the logistics of this will be discussed at interview.



JOB DESCRIPTION

Cleaner

Main Activities/Job Purpose

To ensure that the school building is cleaned to a high standard in line with agreed cleaning specifications.

Cleaning the premises as part of a team to ensure that the school is kept clean, hygienic and to a high standard within a timely manner.

Main Duties and Responsibilities

- To clean your designated area(s) which could include: corridors, stairs/lifts, teaching rooms, toilets and bathrooms (both staff & pupils), staff rooms, specialist rooms e.g. kitchens, offices and meetings rooms to ensure they are kept in a clean and hygienic condition within a timely manner.
- Cleaning is to be done as per agreed specification using equipment and materials appropriate to the different surfaces.
- Cleaning: surface cleaning, vacuuming, mopping, emptying of bins, polishing/dusting of designated areas.
- Using cleaning equipment such as: mops, vacuums and other machinery subject to training as necessary to carry out cleaning tasks.
- To clean toilet areas ensuring nappy/paper towel bins are emptied/cleaned regularly and if/when necessary restock with toilet paper, paper towels and soap.
- Spot cleaning/deep cleaning of any spillages/incidents that may have occurred.
- To carry out periodic deep cleans during school holidays.
- To work alongside the other members of the site team in order to prepare/clean up for special events.

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the Head Teacher. It may be subject to modification and amendment at any time after consultation with the post holder.



PERSON SPECIFICATION Cleaner

| | | Essential or Desirable |
|----------------------|--|--|
| Education & Training | <ul style="list-style-type: none"> Have an understanding of health and safety requirements within a school environment | Essential |
| Skills & Experience | <ul style="list-style-type: none"> Experience of general cleaning duties Experience of working in a school environment Good communication and interpersonal skills. Hard worker Ability to manage cleaning schedule/time effectively Enthusiastic, self-motivated, flexible, ability to work as part of a team. Ability to prioritise workload and ensure that routines are followed. Establish and maintain effective working relationships Understanding of COSHH | Essential Desirable Essential Essential Essential Essential Essential Desirable |
| Knowledge | <ul style="list-style-type: none"> A willingness to undergo training | Essential |
| Other | <ul style="list-style-type: none"> Required to: <ul style="list-style-type: none"> Work additional hours in the Easter and Summer holidays. | Essential |



Offers of Employment

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including:

- an enhanced DBS check and barring service check,
- verification of your entitlement to work in the UK,
- verification of relevant qualifications,
- receipt of 2 satisfactory references
- satisfactory pre-employment health clearance.
- We will also undertake an online search as part of our diligence.

Safeguarding

TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full safer recruitment process, including an enhanced disclosure and barring service check.

Flexible Working

TKAT recognises the value of enabling our employees to develop their career and balance this with their commitments and interests outside of work. In TKAT we promote flexible working practices and opportunities to promote a positive work life balance.

Our Commitment – Equity, Inclusion, Diversity and Belonging

At TKAT, we are committed to Equity, Inclusion, Diversity, and Belonging. We embrace and celebrate differences, value individual experiences, aspirations, and achievements, and continuously learn how to grow better together. We actively encourage applications from candidates of all backgrounds, as we believe diversity strengthens our community and drives us forward.

Access to Interview

Be Who You Are at TKAT - should you be selected and invited to interview please let us know if you require us to adapt the recruitment process to enable you to participate as your authentic self. We want applicants to be able to engage with us in ways that support who they are and we are committed to making adjustments within the recruitment process and within the workplace.



To apply for this vacancy, please download and fully complete the TKAT application form.
Once completed please return to hr@shenstone-tkat.org

Please be advised that references will be taken for all shortlisted candidates prior to interview and in accordance with the terms stated on the application form.

Only those shortlisted for interview will be contacted.