

Information Pack

For applicants:

**Cleaner**

Bosvenna Way

Heamoor

Penzance

Cornwall

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Welcome to our School

Welcome to Heamoor Community Primary School. Hopefully 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 candidate.

No two schools are ever the same; whilst the buildings may look similar the ethos and values of a school are almost always unique to that particular community of adults and children. We have a long & distinguished reputation for serving the Heamoor Community. We pride ourselves on being a true community school committed to the holistic development of every child in our care. Our ethos is reflected in our school aims:

* To provide a warm, friendly, caring environment where our children can develop self-confidence and increase their self-esteem
* To assist our children to reach their full potential academically, physically, socially, spiritually and morally by providing a nurturing and affirming ethos throughout the school.
* To provide a stimulating, cohesive curriculum which is appropriately differentiated to cater for each child’s individual needs, abilities and skills
* To help the children to develop a sense of responsibility and tolerance towards others both within & beyond the school community and to have respect for the local and wider environment.

We want everyone in our school community, including staff, pupils, governors and parents, to feel a sense of pride, to feel happy and supported and to have ownership in what we achieve through our mutual endeavours and partnerships. To this end we are committed to working together to provide the best possible learning experience for the children in our care.

**Jodie Flynn, Headteacher**

Our School

Heamoor Community Primary School has been in existence since 1901. In 1990, the school moved to its new site on Bosvenna Way where it lies in the heart of an established residential community. The school building is located on a generous site with extensive grounds including large playground spaces, a large school field, mature woodlands, a meadow and a range of wildlife habitats.

We are committed to the continuous development and improvement of our school accommodation. Our school benefits from a dedicated Foundation Stage Unit with a bespoke outdoor learning environment. Our Key Stage 1 and 2 classes benefit from direct access into individual outside spaces as well as our playground, meadow and school field. Our children also enjoy a flexible seating approach in their classrooms which includes softer furnishings and different height tables, giving children the opportunity to be more independent, to take ownership of their learning and choose a work space that they feel most comfortable in.

In total we have 3 Infant classrooms and 4 Junior classrooms, as well as a school hall, a large (newly refurbished) library, dedicated intervention rooms, a sensory room, break out spaces and smaller (group) teaching spaces. We also have a ‘Rainbow Room’, (which is where our Learning Mentor is based), ‘The Pod’ which is an additional learning and nurture space, ‘The Nook’ which is where our Family champion is based, a kitchen, offices, two playgrounds, a meadow, a school field and a woodland area. All our classrooms have interactive whiteboards, and the school operates a wireless network and access to class sets of Chromebooks.

The school enjoys many strong and well-established partnerships within the local community including The National Trust, Trengwainton Gardens and Penwith PE Network. We are also foundation school and a founding member of the Penwith Education Trust (PET) which is a co-operative trust. We enjoy working with a range of teaching schools to support further development of our practice and the professional development of our staff. We place great emphasis on healthy living and have a comprehensive programme of school sport & extra-curricular activities, with a drive to provide outdoor learning experiences also. The school also enjoys taking an active part in all local community events such as St Piran’s Day celebrations and Mazey Day Parade.

We are a family at Heamoor and enjoy the advantages of an enthusiastic & cohesive, happy staffing team. As a result, our pupils benefit, year on year, from a wide range of enrichment opportunities ranging from residential trips and whole-school productions to Art & Design projects within the local community.

The children are firmly at the centre of everything we do and therefore we are continually driven to offer our pupils the very best that we can possibly provide.

Class Organisation

The school currently has **197** children on roll. These are organised into 7 classes in the following way:

|  |  |  |
| --- | --- | --- |
| **CLASS** | **YEAR GROUP** | **TOTAL** |
| RED | REC | **29** |
| ORANGE | 1 | **28** |
| YELLOW | 2 | **30** |
| GREEN | 3 | **26** |
| BLUE | 4 | **24** |
| INDIGO | 5 | **30** |
| VIOLET | 6 | **30** |
|  | **Totals** | **197** |

Amongst our highly skilled staff we also have a;

* SENDCO
* Full time Learning Mentor who is also a Trauma Informed Schools Practitioner,
* Communication (ASD) Champion / Family Champion
* Mental Health Support worker
* Peripatetic Music Teachers
* Funfit Lead
* Sports Leader
* Swimming leads.

**Cleaner**

**To commence:** *as soon as possible*

**Hours:**  9.25hrs per week

**Salary:** £24,308 paid on a pro rata basis

We are seeking to appoint a flexible, reliable, enthusiastic and hardworking person to join our cleaning team.

Experience would be desirable but is not essential. The post is for an afternoon shift between the hours of 3.45pm and 5.30pm (Mon – Thurs) and 3.45 – 5.45pm (Friday). The post holder would work 41.4 weeks per year (term time plus additional weeks during the school holidays).

**What we are looking for:**

We are seeking a reliable, hardworking Cleaner to join our team, committed to maintaining high standards of cleanliness. You will follow a set daily cleaning programme and operate cleaning machinery safely and effectively. The role requires carrying out major periodic cleaning tasks, such as internal window cleaning, floor care, carpet and upholstery cleaning, and preparing rooms for meetings.

Attention to detail is essential. You will also be responsible for maintaining cleaning supplies, ensuring cloakrooms are well stocked, and responding promptly to emergency cleaning needs. We are looking for someone who is aware of and adheres to all relevant regulations, including Health and Safety and Equal Opportunities policies, and who maintains confidentiality at all times. A commitment to ongoing professional development and willingness to undertake training is important. If you are proactive, take pride in your work, and are dedicated to providing a clean, safe environment for all building users, we would love to hear from you.

**We can offer:**

We can offer a warm, friendly, and caring working environment where all staff are genuinely valued and supported. You will be part of a dedicated and supportive team, committed to creating a positive and welcoming atmosphere throughout the school. Our motivated and enthusiastic children bring energy and joy to the school community, making it a rewarding place to work. We are passionate about the well-being of our staff and offer ongoing development opportunities to help you grow and succeed in your role. You will be joining a school where every member of staff plays an important role in ensuring a safe, clean, and happy environment for all.

**Closing date: 20th May, 2025 / Interviews: 22nd May, 2025**

**Completed applications should be emailed to (Mrs Jodie Flynn)** [**head@heamoor.cornwall.sch.uk**](mailto:head@heamoor.cornwall.sch.uk)

**Heamoor CP School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All appointments will be subject to satisfactory enhanced DBS and vetting checks.**

**Person Specification**

These are key criteria in addition to the statements in the advert. **Your supporting statement is crucial in our selection process** and your application will need to demonstrate how you feel you meet the Person Specification, including examples of any relevant experience.

|  |  |  |  |
| --- | --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** | **How Identified** |
| **Relevant Experience** |  | Previous experience of cleaning duties in a school environment. | Interview  Application form |
| **Education and Training** |  | Good standard of literacy & numeracy. | Interview  Application form |
| **Special Knowledge and Skills** | Good interpersonal skills. | Working knowledge of Health & Safety at Work Act and COSHH regulations | Interview  Application form |
| **Any additional factors** | Physical fitness for undertaking cleaning tasks.  Able to work unsocial hours.  Ability to work on own initiative.  Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. |  | Interview  Application form |

**JOB DESCRIPTION**

**DEPARTMENT:** Heamoor CP School

**JOB TITLE:** Cleaner

**GRADE:** 1

**RESPONSIBLE TO:** Assistant Site Supervisor/Caretaker/ Cleaner in Charge

**SUPERVISORY RESPONSIBILITY:** None

**IMPORTANT FUNCTIONAL**

**RELATIONSHIPS:** Internal: Headteacher, School Senior Management Team, Staff, Pupils, Governors.

External: Parents, Cornwall Council Departments, Maintenance contractors, suppliers of goods and services, visitors to the school.

**MAIN PURPOSE OF JOB:**

As a member of a team of cleaners or as a lone worker, to undertake cleaning of the school building and facilities in order to maintain a high standard of cleanliness, hygiene and security of the School buildings and grounds at all times.

**MAIN DUTIES AND RESPONSIBILITIES**

1. To act as joint keyholder for the site, ensuring security at all times including the operation of alarms.
2. To undertake a set daily cleaning programme to ensure high standards of cleanliness throughout the school.
3. To operate cleaning machinery and other equipment appropriately and in a safe manner.
4. To undertake major periodic cleaning activities such as internal window cleaning, scrubbing, stripping and resealing polished floors, cleaning carpets, light fittings, walls, Venetian blinds, upholstery etc
5. To prepare and clean rooms for meetings.
6. To report to the Assistant Site Supervisor/Caretaker any major defects in building, equipment and security systems observed in the course of duties.
7. To maintain an adequate stock of cleaning materials from approved suppliers and to ensure cloakrooms are stocked with soap, towels etc. To undertake emergency cleaning (soiling of toilets, sickness, floods etc.) as necessary.

9. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. Council (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection).

10. To maintain confidentiality of information acquired in the course of undertaking duties for the School.

1. To be responsible for your own continuing self-development, undertaking training as appropriate.
2. To undertake other duties appropriate to the grading of the post as required.