



THE BISHOP
FRASER TRUST
A CHURCH OF ENGLANDS MULTI ACADEMY TRUST

CANON SLADE SCHOOL

Bradshaw Brow
Bolton
BL2 3BP

Telephone: 01204 333343

Email: recruitment@thebishopfrasertrust.co.uk

Information for Applicants

Cleaner

Grade A 1 – 3 (£17,842 - £18,562)

Part time, 20 hours per week

Split shift: Monday – Friday 6.30am – 8.30am & 3.45pm – 5.45pm

Actual Salary: £9,644 - £10,033 (20 hours)

Permanent Post

All Year Round

Required ASAP

Closing date: Tuesday 1st February 2022, 9am

Interview date: w/c 1st February 2022

Welcome to The Bishop Fraser Trust from the Chief Executive, Tania Lewyckyj



The Bishop Fraser Trust was a new MAT set up on the 1st December 2017 with St James's CE High School (11-16) and Canon Slade School (11-18). Bolton St Catherine's Academy (an all through school from nursery to Sixth Form) joined the trust on the 1st May 2018.

All our schools are situated in Bolton and all remain part of Bolton's collaborative network where 17 high schools work together through the Bolton Learning Alliance. We are an **outward facing trust** and constantly look to learn and collaborate with others. We are also part of **St James's Teaching School Alliance**, which offers excellent CPD and school to school support. Our links with **Manchester Diocese, GMLP and the Bolton Learning Partnership** continue to be strong.

We became a trust to secure the special nature of our individual schools as we do not think that one size fits all. We also wanted to secure our ethos and distinctiveness, enabling us to work together and to become the trust of choice for local families and staff. Staff are very important to us as we rise or fall by the professionalism and dedication of our staff, and that means **all** staff.

It is an absolute privilege to have the opportunity to make a difference in the lives of our young people. From 3 to 18 years old, we have the potential to enhance life chances in all of our schools and improve our town at the same time. **Our focus is on more than exams;** it is about the development and wellbeing of the whole child, allowing them to effectively thrive in this fast moving world in which we live. If this is the first time you have heard about us, we hope you are inspired and feel that you could thrive within our positive and aspiring trust.

Tania Lewyckyj

Tania started her career in teaching 35 years ago and has worked in a number of schools across the North of England, as well as a year teaching English in Japan. Tania has been a headteacher for 10 years, is an NLE and set up the St James's Teaching School in 2012, which has gone from strength to strength, offering excellent training and development opportunities from NQT to Headteacher level for the trust and beyond. Tania also leads on the Christian Leadership Programme on behalf of the Manchester Diocese, training future leaders.



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Great people...

We aim to recruit outstanding people who have the right attitude. If you have a love for teaching and are passionate about seeing children succeed, we would love to hear from you! For our part, we will provide excellent development opportunities, leadership training and the time to develop all of this so that you can be the best you can be.

Recruiting the right teachers and staff helps us to achieve the goals we set for our children. We are always keen to hear from educators who are passionate about working for the schools and communities we serve. We would rather make no appointment than appoint someone who does not share the same positive ethos that runs through our Academies. For this reason, we try to articulate clearly our vision, values and expectations when putting together information for applicants.

We aim to recruit staff who:

- are excited by their role and by the prospect of working with young people, even those who are less well motivated;
- love the processes of learning and teaching and are keen to continually develop their own skills;
- recognise that teaching can be a demanding job but react positively to those demands with resilience;
- wish to make a real difference in the lives of others;
- will subscribe to the ethos of the Trust and 'go the extra mile' in terms of time and commitment to get the very best from our young people;
- are quick to praise and slow to criticise; and are not afraid to admit to seeing themselves as potential leaders of the future.

CPD and Training

Continual Professional Development is seen as a priority at all our schools. It is vital that staff have the time to further develop themselves and to stay abreast of changes within education, developing pedagogy and practice through innovative processes which are research based. Opportunities are provided to work with our trust schools and has allowed us to do cross moderation and joint training. It also allows valuable time for departments, encouraging joint planning and subject development.

The Bishop Fraser Trust, via the St James's Teaching School Alliance, offers a clear professional development route, from NQT to headship, allowing staff to take opportunities within leadership at all levels, should they wish to. We are proud of the work carried out by our 35 Subject Leaders in Education (SLEs) and hope to grow more in the future.



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Canon Slade School Bolton



Thank you for your interest in a job at Canon Slade School.

Below are some details about the Bolton area and Canon Slade School itself which I hope will give you all the information you need before applying for the post at our school. If you need any further details, please get in touch.

The Area

Bolton is a friendly and vibrant town in the North West fringes of Manchester, surrounded by the beautiful countryside of the West Pennine Moors. We have our own theatre (The Octagon), museum and library as well as great sports and leisure facilities. We have excellent transport links to the surrounding towns and cities. The price of housing and the cost of living in this area are reasonable and affordable. We have 250 staff working at the school, with a mixture of those who live locally and others who travel to work from further afield.

The School

Canon Slade is a friendly, vibrant and exciting place in which every member of our school is recognised and valued for the individual they are, made in the image of God, and where each is given every opportunity to fulfil their potential. Set on a beautiful 57 acre site, the school enjoys splendid views and has hundreds of mature trees, a river bank, and two wildlife ponds! Our facilities and the breadth of opportunities offered to young people are outstanding. The quality of teaching and learning, academic results, pastoral care, extra-curricular opportunities and Christian nurture at Canon Slade School stand amongst the best of the nation's state schools.

The school currently has around 1700 students with just over 300 in the Sixth form. Each year for the next four years, 30 additional students will be enrolled in Year 7 and sixth form numbers are expected to rise to around 360, giving us a total of 1860 students on roll by 2022/23. As a result of this, a £2.2 million expansion programme began in January 2019 to provide 11 new classrooms, dining room expansion and some improvements to the sports facilities. We have a well-deserved reputation for outstanding academic work, Drama, Music, Sport and many other activities. We have achieved the Sportsmark Award and have had regular success in national competitions. We are one of only three schools nationally to hold the distinguished Diamond Award for Cultural Diversity.

We are a *Cross of Nails Centre for Reconciliation* in association with Coventry Cathedral.

We have been graded outstanding by Ofsted since 2012 and the following comments, taken from the report, give a sense of what our school has to offer:

- *"The school's firmly held values and caring ethos underpin all aspects of its work and are proudly endorsed by the students, staff, leaders and governors who make up the Canon Slade School family";*
- *"All students make outstanding progress as a result of excellent teaching that challenges their thinking and engages their independent learning";*



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- *"The Sixth Form is outstanding. Students make excellent progress academically and their personal development is exceptional. The vast majority of students secure places at the universities of their choice";*
- *"Staff know all the students extremely well";*
- *"Students relish the many opportunities the school provides for them";*
- *"Students' behaviour is excellent and contributes to their exceptional learning";*
- *"Links with parents are strong".*

Similarly, in November 2017, we were graded as outstanding in all areas in the SIAMS (Statutory Inspection of Anglican and Methodist Schools) inspection. The full report can be found on our website.

We are part of The Bishop Fraser Trust which is a new MAT set up on the 1 December 2017 with St James's CE High School (11-16). Bolton St Catherine's Academy (an all through school from nursery to Sixth Form) joined the trust on the 1 May 2018.

All our schools are situated in Bolton and all remain part of Bolton's collaborative network where 17 high schools work together through the Bolton Learning Alliance. We are an outward facing trust and constantly look to learn and collaborate with others. Our links with Manchester Diocese continue to be strong.

We also have links with St James' Teaching School and several universities, particularly Manchester University and MMU. Through them, we offer a range of placements for trainees in all subject areas and staff are encouraged to be involved in their training by acting as subject mentors, offering training sessions, etc.

The development of our staff at Canon Slade School is very important to us and opportunities for CPD are available for all staff at all levels – from newly trained to leadership. CPD and appraisal are linked and line managers take a real interest in encouraging staff to be the best that they can be.

We have a strong team of support staff who make a valuable contribution to the life of the school. All our support services are provided in house by our own specialist staff, whether that is administration, pastoral support, learning assistants, finance, site staff or others.

We feel that Canon Slade is a place where you can begin your career, enhance your expertise and develop your leadership capabilities so that everyone can realise their potential. We look forward to meeting you,

Mrs Karen Sudworth
Headteacher



About the schools in the Bishop Fraser Trust

St James's Church of England High School **Headteacher: Catherine Anderson**

St James's is judged 'Outstanding' by Ofsted and is currently judged to be in the top 3% of schools nationally for teaching and learning.

The school motto of 'Caring for Others † Achieving Excellence' is central to everything we do. When young people join the school, they become part of the school family and through this develop their potential through academic success, personal and social development and self-discipline, based on the beliefs and values of Christian faith.

Academic standards are very high and well above the national average. The school curriculum offers a personalised approach, meeting the needs and abilities of each young person, whether they are gifted and talented or have special educational needs.

It is very important that students feel confident and secure at school and display the Christian values of respect for self and others. The whole school, including its Pastoral Care provision, was rated 'Outstanding' by Ofsted and the school takes pride in the close links it has with parents and carers. Work within the community, locally and internationally, allows students to see how they can take an active role in society and make a difference in the world.

Pupils and parents are expected to be fully supportive of the Christian principles which form the foundation of the education and care provided. The school intake reflects the commitment of parents to our Christian foundation and also recognises other faiths and service to others

Bolton St Catherine's Academy **Headteacher: Rachael Lucas**

Bolton St Catherine's Academy educates children and young people from 3 to 19 years of age. The values of Bolton St Catherine's Academy are underpinned by a growing Christian ethos. They are an inclusive Academy for those of Christian faith, for those of other faiths, and those of no faith. St Catherine is the patron saint of students and scholars and at Bolton St Catherine's Academy, learning is at the heart of everything.

Students will leave the Academy with:

- **Good academic outcomes**
- The Christian values of respect, tolerance and service
- **A positive and enduring outlook**

so that they live happy, healthy and purposeful lives – irrespective of their background or circumstances.

The entire Academy is geared to support every single child as they develop and progress, guaranteeing success for each individual. Bolton St Catherine's Academy is located in a £36million building with innovative spaces and state of the art facilities to support children's learning. These facilities are amongst the very best in the country and support in delivering a rich, varied and relevant curriculum.

Challenging targets and goals are set for every single student and staff work tirelessly to ensure these are achieved. Children learn and develop most effectively when they are happy and secure.



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At Bolton St Catherine's Academy staff strive to develop an environment in which learners thrive, working to develop trust and mutual respect between everybody within the Academy and beyond. It is through the school's new values of Believe, Strive, Care and Achieve, that the Academy will continue to build on the progress it has made. In 2016 Ofsted judged the Primary School and Sixth Form as "Good". In 2018, the Primary school gained the best KS2 results of any school in the BL2 postcode area and was in the top 3 % nationally for Maths and the top 10% nationally for Writing.

How to apply

We hope that you have enjoyed reading about The Bishop Fraser Trust and our school and that you will feel able to apply for this post.

Please complete the attached Support Staff application form, and email this to recruitment@thebishopfrasertrust.co.uk. Please do not send CVs or open references as part of your application as these will not be considered.

It is important that you provide a complete employment history from when you left full time education. If the application form is not fully completed or has unexplained gaps in your employment history, your application will not be considered. Copies of your qualifications will be required at the interview stage; please do not send these with your application.

In accordance with the General Data Protection Regulations, the details provided in the application form will be used for selection and interview procedures, and for employment records if your application is successful. Our recruitment privacy notice with further details is available on our school website.

If you do not hear from the school within two weeks of the closing date, then please assume that your application has been unsuccessful on this occasion.

The school has an Equal Opportunities Policy. If you are disabled, please give details of how we can ensure that you are offered a fair selection and interview process or if you would prefer, please contact the HR team to discuss any requirements (recruitment@thebishopfrasertrust.co.uk).

Successful candidates will be asked to provide, prior to taking up the appointment, documentary evidence (including National Insurance number) showing their entitlement to work in the UK. We will also carry out reference checks, an enhanced DBS and declaration of health check.



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Cleaner

Canon Slade School

Grade A 1 – 3 (£17,842 - £18,562)

Part time, 20 hours per week

Actual Salary: £9,644 - £10,033 (20 hours)

Split shift hours: Monday – Friday, 6.30-8.30am and 3.45-5.45pm

Permanent Post

All Year Round

Required ASAP

Canon Slade School is seeking to appoint a Cleaner in this very popular and successful Church of England Academy of 1,760 students (335 in the Sixth Form). Our students progress onto world-class universities and institutions to further study or gain apprenticeships and employment. Our aim is to fulfil individual potential and prepare pupils for life in a rapidly changing world by providing an excellent education within a Christian environment.

Canon Slade School is a member of the recently formed Bishop Fraser Trust, a C of E multi academy trust established in 2017. This is an exciting time to join us as it provides a great opportunity to work closely with the other three schools in the MAT - St James's C of E High School, Bolton St Catherine's Academy and most recently to join the Trust in January 2022, Bury C of E High School; sharing good practice and building on our ongoing progress.

The schools of The Bishop Fraser Trust aim to offer:

- A high quality, inclusive and distinctive education
- A caring and nurturing environment based on our Christian values, recognising the uniqueness of each child

We are looking to recruit a part time Cleaner on a permanent basis. The working hours will be:

- 20 hours per week: Monday to Friday, covering 6.30am to 8.30am and 3.45pm to 5.45pm.
(A job share will be considered).

Working under the direction of the lead cleaner, the post holder will:

- have a conscientious and diligent work ethic
- have high standards and take pride in delivering a quality service
- be friendly and able to communicate in a professional manner with both students and staff
- be able to listen to, understand and follow instructions
- understand health and safety and COSHH regulations in relation to ensuring safe working practice in undertaking your role
- role model those personal qualities we wish to instil in our young people



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- be willing to undertake training and work flexibly to meet the demands of a continuously improving organisation
- be a great team player, friendly, and professional

In return we can offer:

- fantastic facilities
- access to a premium healthcare cash plan
- a supportive and encouraging staff team
- 24/7 access to an Employee Assistance Programme

Application information:

If you are interested in applying, please complete the attached support staff application form, and email this to recruitment@thebishopfrasertrust.co.uk. Please do not send CVs or open references as they will not be considered.

Your supporting statement should be no longer than 1,500 words in length and provide information on the relevant experience you have, in particular those connected to the requirements as detailed in the Job Description and Person Specification.

Selected candidates will be emailed (usually within 48 hours of the closing date) to invite them to interview. If you do not hear from the school within two weeks of the closing date, then please assume that your application has been unsuccessful on this occasion.

The school has an Equal Opportunities policy. If you consider yourself to be disabled, please state the nature of the disability, giving details of how we can accommodate these needs should you be selected for interview and subsequently appointed. In accordance with the Data Protection Act, the details provided in the application form will be used for selection and interview procedures, and for employment records if your application is successful. A copy of our Recruitment Privacy Notice can be found on the Bishop Fraser Trust website. Safer Recruitment practice will be followed at all times.

Prior to taking up the appointment, the successful candidates will be asked to provide documentary evidence (including National Insurance number) showing their entitlement to work in the UK. We will also carry out an enhanced DBS and declaration of health check.

Closing date: Tuesday 1st February 2022, 9am

Interview date: w/c 1st February 2022



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Job Description

Job Title:	Cleaner	Department/ Group:	Site Management/ Cleaning
Level/Salary Range:	Grade A (SCP 1 to 3)	Reporting to:	Site Manager/ Caretaker
Contract term:	Permanent All year round	Hours per week:	1 x 20 hours per week, Monday to Friday covering 6.30am to 8.30am and 3.45pm to 5.45pm
Safer Recruitment Statement			
The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
Vision Statement			
<i>“To allow all children to experience ‘life in all its fullness’, no matter what their starting point” by:</i> <ul style="list-style-type: none"><i>Offering a high quality, inclusive and distinctive education</i><i>A caring and nurturing environment based on our Christian values</i><i>Recognising the unique nature of each child.</i>			
All staff employed by the Bishop Fraser Trust are required to:			
<ul style="list-style-type: none">uphold and promote the Trust's visionuphold and promote the Christian ethos of all schools in the Trustsupport and contribute to the achievement of all students academically and pastorallysupport and contribute to the Trust's responsibility for safeguarding all studentsundertake professional training to enhance personal development and job performance;Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protectionmaintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respectshare best practice, expertise and skills with others			
Main Objectives of Role:			
<ul style="list-style-type: none">To provide a cleaning service within the school premises.			
Job Description:			
<ul style="list-style-type: none">To deliver a cleaning service against an agreed specification.To keep cleaning equipment in a safe and clean condition and to report any unsafe electrical equipment to the office immediately.To store chemicals/consumables in a safe and secure place and to ensure efficient and effective usage.To order chemicals/consumables as necessary either through a Lead Cleaner or through the requisition system ensuring that stock levels do not fall to an unacceptable level.To inform line management of problems actual or potential relating to delivery of cleaning service.To promote customer relationship with on-site clients.			
General responsibilities			



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- Work collaboratively with a range of internal and external partners, demonstrating a positive 'can do' attitude and working as one team for the wider 'team BFT'
- Limited flexibility with working hours on occasion beyond the usual working day, recognising the variable nature of workloads and deadlines. It must also be noted that the Trust strongly recognises the fundamental importance of a private and family life, and of adequate rest and recreation.

All staff at the Bishop Fraser Trust will:

- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

If appointed, the successful applicant must be aware that the principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required.

This job description is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Last Updated: September 2021

Signed: _____

Date: _____

Name: _____



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Person Specification

	Cleaner - CRITERIA	Essential / Desirable
Work related circumstances – professional values and practices of The Bishop Fraser Trust	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	E
	Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	E
	Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work	E
	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	E
	Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	E
	Able to improve their own practice through evaluations and discussion with colleagues.	E
	Flexible with an ability to be able to embrace and generate change	E
	Able to work early mornings and late evenings	E
Personal Qualities	Self-motivated and personally resilient	E
	High levels of personal integrity, discretion, honesty, reliability and self-awareness	E
	Conscientious and diligent work ethic	E
	High standard of personal presentation with an excellent attendance and time-keeping record	E
	Exacting standards, with high levels of attention to detail and accuracy	E
	Patience, kindness and understanding	E
Professional Dispositions	Pro-active in using initiative	E
	The ability to meet and greet visitors, staff and students warmly, confidently and professionally, focussed on meeting customer needs and satisfaction	E
	Maintains a positive outlook at work	E
	Willingness to take a hands-on approach as necessary	E
	Flexibility, on occasions and within reason, in approach to working hours	E
Qualifications	Willingness to participate in relevant training and development opportunities	E
	An awareness and ability to work within the rules of relevant policies, legislation and good practice relating to schools, particularly Data Protection, Child Protection and Safeguarding	E
Experience	Able to operate cleaning equipment e.g. vacuum – floor cleaners	E
Skills and Knowledge	Previous experience of working in a school environment	D
	Evidence of Christian commitment	D
Safeguarding of Children and Young People	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E