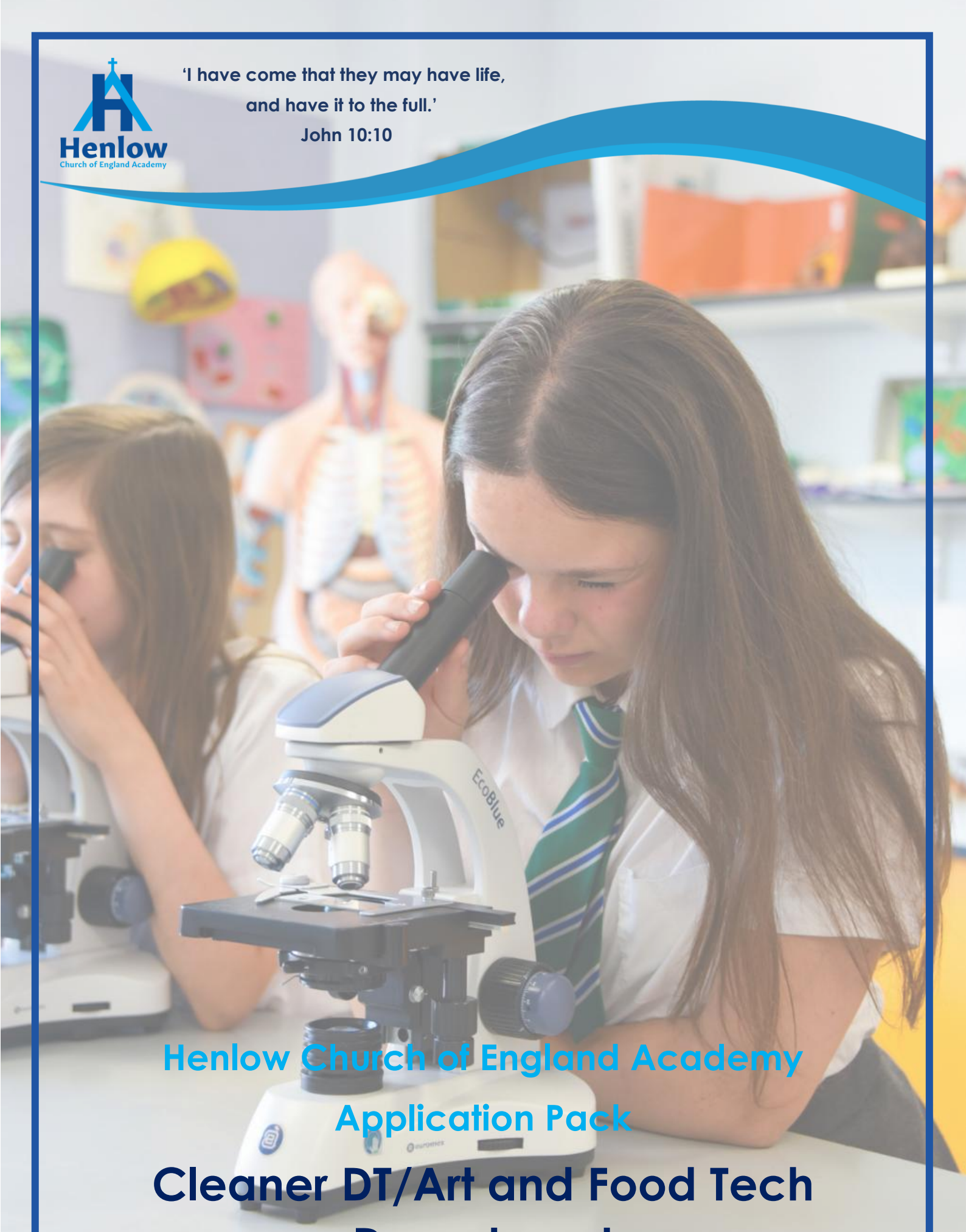
Henlow
Church of England Academy

'I have come that they may have life,
and have it to the full.'
John 10:10



Henlow Church of England Academy

Application Pack

Cleaner DT/Art and Food Tech Department

HONESTY | ENTHUSIASM | NURTURE | LOVE | ORIGINALITY | WISDOM

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Welcome

Dear Colleague,

Thank you for expressing an interest in applying for the position of **Cleaner DT/Art and Food Tech Department** at Henlow Church of England Academy. We are very excited about the appointment, convinced that it offers the right person a wonderful opportunity.

Our agreed pupil admission numbers (PAN) is 150 per year group, Years 7 to 11, but due to the changing climate from middle to secondary there are some year groups which are larger and some are smaller at present. Our expectation is that Henlow Academy will stabilise as a five-form entry school over the coming years. We have strong links with our feeder schools of Clifton All Saints, Derwent, Langford, Meppershall and Raynsford and currently house Year 5 and 6 from Meppershall on our school site. Each year students also join us from a wider range of schools including children of military personnel and families wishing to continue their links with the church. Our vibrant sense of community and 'Henlow Values' really come alive on a daily basis.

Our staff comprises of 41 teachers and 62 support staff. The Senior Management Team is substantively the Headteacher, three Deputy Headteachers, two Assistant Headteachers, the SENDCo, the Operations Manager and the Chief Financial Officer.

The school's commitment to learning extends to staff as well as students: there is a well-developed structure for ECTs and other new members of staff, and a strong culture of ongoing professional development among our teaching and support staff. We are continually looking to develop innovative approaches to learning with an increasing focus on collaborative learning.

Our school changed phase from middle to secondary in September 2021. Our first Year 11 cohort completed their Key Stage 4 journey in the summer of 2024. To accommodate the change of age range, an extensive building project has been completed. Some highlights include a large MUGA, 5 new science laboratories, a large auditorium, graphics room, textiles room, a new food technology room and computer suite. Much of the school has been altered and refurbished to provide a full GCSE curriculum.

The successful candidate should be a hardworking, energetic and a motivated individual who is willing to take on new challenges, embrace change and is keen to join our team of committed professionals.

The application form is available on our website www.henlowacademy.co.uk or from Mrs Janice Marshall who can be contacted via the school office, 01462 813733 or on email: jmarshall@henlowacademy.org.uk

The closing date for applications is Wednesday 25th November 9.00am (midday), interviews w/c 30th November 2026.

If you would like to find out more about the school or position, or to organise a visit, please feel free to email Mrs Marshall at the above address. We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

We appreciate the time and commitment required to go through the application process for a new post. If, having considered the supporting documents you feel you have the necessary qualities we require, I would be delighted to receive your application.

Yours sincerely,

Caren Earp



Caren Earp

Executive Headteacher



Naomi Chalkley

Head of School

The school operates safer recruitment practices and the successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service (DBS).

About Henlow Church of England Academy

Henlow Church of England Academy opened as a middle school (Years 5 - 8) in 1976 and established itself as a popular choice for pupils in the 3 tier offer in Central Bedfordshire. As the area now moves towards a primary/secondary model, Henlow is at the forefront of this change as a thriving secondary school (Years 7 - 11). The journey has been an incredible one for our community and we are proud to welcome you to join us as we take our next steps.

The surrounding countryside has always been a wonderful feature of our setting but the buildings themselves have been transformed in recent years. As a secondary school we now have superb facilities and offer a curriculum full of possibilities designed to develop the interests of our young people. As they progress throughout the school, they begin selecting which areas they wish to pursue further in Years 7 and 8. They have an increased choice alongside a community option in Year 9 and ultimately those subjects they wish to focus on in Key Stage 4. Our commitment in our curriculum and staffing matches the investment in our new buildings. In addition, our secondary Heads of Department have considerable experience at teaching GCSE.

As a community our ambition is driven by our ethos and Christian vision - every young person deserves to enjoy their learning by receiving the right blend of nurture and challenge ('I have come that they may have life, and have it to the full.' John 10:10). A genuine warmth and sense of community defines our approach and underpins all aspects of Henlow life. As teenagers make important decisions about the person that they ultimately want to become, we build positive relationships with them and ensure that they are supported to be the fully rounded person they hope to be.

In 2021 Henlow Academy became the founding member of Poppy Hill Multi Academy Trust which now includes Meppershall Academy. We enjoy strong links with our feeder schools which are now primaries, the Diocese of St Albans and a wide number of community and charity organisations.

Ofsted

We have recently been inspected by Ofsted, in April 2025. In inspectors noted that pupils are polite, mature and considerate towards each other, they achieve well and feel safe and happy in school. They recognised our broad curriculum and specialist teachers;

"Pupils benefit from a curriculum which allows them to develop personally as well as achieve academically."

Ofsted 2025

SIAMS

In March 2025 we were inspected by SIAMS (Statutory Inspection of Anglican Methodist Schools). The inspection recognised Henlow Church of England Academy is living up to its foundation as a Church school and is enabling pupils and adults to flourish.

"The school's vision is made a reality by the wise decisions and caring actions of leaders and adults at the school. As a result of this commitment to fullness of life, students flourish."

SIAMS 2025

Curriculum

The Curriculum at Henlow Church of England Academy is designed to meet the needs of all children and provide for the full range of abilities. It has been carefully constructed to ensure that students encounter a balanced and wide range of learning experiences, as well as accommodating the requirements of the National Curriculum.

Key Stage 3

YEAR 7 - 9

In Key Stage 3, the learning opportunities are increased to focus on science, languages, history and geography to strengthen the foundation for future learning in Key Stage 4. In addition, students are offered a wide range of option choices which are varied in Year 7 and 8 and focused on the theme of 'community' in Year 9. In Year 7 and 8 students are taught elective lessons in mixed year group classes which adds to our community feel.

Key Stage 4

YEAR 10 - 11

Key Stage 4 combines compulsory study with a wide range of options to allow students to build a personalised programme suitable for their needs and ambitions. As a Church of England school with a community focus, we feel it is important for all students to study religious education at GCSE standard. In addition, students will benefit from a range of subjects they can select from.

"Staff appreciate the positive focus on their workload and well-being, as well as the opportunities for continuous professional development."

Ofsted 2025

Our Christian Vision, Aims and Objectives

Our Christian Vision

'I have come that they may have life, and have it to the full.' John 10:10

We seek to create a harmonious community in which the individual is valued and is given every opportunity to fulfil their potential in terms of pastoral, emotional and intellectual growth; thus enabling them to live successfully in an increasingly demanding and ever-changing world.

Aims & Objectives

Our broad aim is to provide opportunity for self-development and self-fulfilment for the children here, to enable them to realise their full potential.

To be more specific, however, this School seeks to pass on to each new generation of children the knowledge, skills, ideas, attitudes and values which are judged necessary to make it possible to live - and live well - in our society. Societies change, however, and in our modern times they change quickly. It follows then that we need to provide not only experiences which enable children to grasp the essentials of this world as it is, but also experiences which will make them ready to fulfil themselves in a world which is likely to be different from todays.

Therefore, the School stands not only for tradition and conformity, but also for the future and a willingness to accept, and at times stimulate fresh thoughts and ideas.



"School policies and practice create a culture where members of the school community are confident that they are valued. This means that adults and students feel that their voices are heard and that they will be supported in difficult times."

SIAMS - March 2025

Job Description

Post: Cleaner DT/Art and Food Tech Department

Salary/Grade Range: NJC Scale Points 3 FTE £25614 Actual £ 7,402.01

Hours: 12.5 hours per week, term time only, 3.00pm – 5.30pm Monday to Friday

Reporting to: Operations Manager

Liaising with: The Headteacher and SLT of Henlow, teaching and support staff.

Main duties and responsibilities:

- To carry out cleaning work to the required standard and as instructed by DT Department to the Art, DT & FT areas.

Daily duties would include:

- Cleaning of all rooms (unless not used that day)
- Mop, sweep or vacuum
- wipe and disinfect all surfaces
- emptying all bins
- clean out food bins in the Food Tech room
- vacuum DT machinery
- ensuring sink areas are tidy

Weekly/ as needed duties would include:

- cleaning fridges and ensuring that fridges and freezers are in good working order
- clearing out unclaimed food and items as necessary
- washing aprons, tea towels and wash cloths ensuring enough supplies for the following day (Food and Art)
- clean out extraction on DT machinery
- internal cleaning of ovens
- topping up washing up bottles /cleaning spray/ soap in all rooms
- ensuring fridges are kept clean & old food disposed of

- To report to the DT Department matters that are likely to affect their work or other matters they consider that they should be aware of.
- To use cleaning materials appropriately and economically; to inform DT Department when stocks are low.
- To ensure that tools and equipment are in good working order, reporting any faults to the DT Department.
- To undertake any non-routine cleaning tasks as instructed by DT Department. All cleaners are required to contribute to major cleaning tasks during the school summer holiday period.
- To work to Henlow Academy guidelines at all times particularly in relation to Health and Safety policy.
- To attend all essential Health and Safety training courses as determined by the management of the school.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To undertake any other duties of a similar level and responsibility as may be required.

Person Specification

Key Criteria	Essential	Desirable	Identified By
Education & Qualifications	• Basic standard of literacy to read instructions • Ability to understand instructions		Application form
Experience		• Previous experience in a similar post	Application form
Knowledge, Skills and Attributes	• Ability to work as member of a team • Ability to work under pressure at times	• Knowledge of Health and Safety Regulations	
Motivation	• Commitment to achieving high standards of cleanliness and hygiene • Willingness to work additional hours when needed • Willingness to be flexible • Willingness to undertake training if required		
Physical	• Ability to undertake all the physical aspects of the post. • Trustworthy and reliable • Ability to move and use domestic and industrial type cleaning equipment (polishers, vacuum)		