



Northern  
Lights  
LEARNING TRUST

**CLEANER**

**Ian Ramsey CE Academy**

**APPLICATION  
PACK**





# Northern Lights



We are a Multi-Academy Trust currently comprising seven primary and secondary schools and 3,093 children and young people from Stockton and Hartlepool in Teesside through to Sunderland and Washington.



We are a Teaching School Hub, one of 87 centres of excellence for teacher training and development, focused on some of the best schools and multi-academy trusts in the country.



We are an Early Years Stronger Practice Hub, set up by the DfE to provide advice, share good practice, and offer evidence-based professional development for early years practitioners.

## OUR SCHOOLS



### Hart Primary School

Hartlepool



### St. Peter's Elwick CE Primary School,

Hartlepool



### Benedict Biscop CE Academy

Sunderland



### St. Helen's Primary School

Hartlepool



### Holley Park Academy

Washington, Sunderland



### Ian Ramsey CE Academy

Stockton-on-Tees



### Venerable Bede CE Academy

Sunderland

Every Northern Lights school has its own values and its own vision and that's really important to us because all of our schools are there to serve our community but equally, our Trust is there to serve each other.

We do that with humility and with an openness because at Northern Lights it's not all about the academic - that is really important to us - but we know, as a Trust, we are successful if we have ensured that in a holistic way our children and young people have had every opportunity to experience, to flourish, to thrive, to understand the wonder and the joy of the world around them.

*- Jo Heaton OBE, Chief Executive, Northern Lights Learning Trust*

## Welcome from the CEO

Thank you for your interest in the position of Cleaner within Northern Lights Learning Trust.



We are a growing Multi Academy Trust that is currently made up of 2 secondaries and 5 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 3000 pupils and employ over 400 members of staff and serve a diverse range of schools and communities. Each of our schools have their own individual ethos, values, and vision, which sit together as part of our Northern Lights vision of 'Shining Together and Stronger Together'. As a CofE MAT, our schools are a mixture of Church and non-Church schools that range in size and levels of disadvantage. We see this diversity as a real strength to learn from and work with each other.

As a Multi Academy Trust we are at the heart of the current educational landscape, as a designated DfE Centre of Excellence as a Teaching School Hub and DfE Early Years Hub, responsible for teacher development across all ages and phases of education, working with over 300 schools. We are collaborative in our approach and value professional development highly in all we do.

The values of community, pride, support, integrity, and the voice of the child are the foundations of our Trust. It is our mission to ensure they are embedded in everyday life, underpinned by Christianity in our Church schools. Every decision we make recognises that these values can be lived out wholeheartedly across our schools.

We operate on a culture of respect, always mindful of the quote from Maya Angelou: 'People will forget what you said, people will forget what you did, but people will never forget how you made them feel.' We seek to be an employer of choice, with 100% of staff satisfaction in our latest survey, *'I am proud to work for a forward-thinking Trust who put people development at the heart'*. We seek to support our staff to develop and thrive.

We are looking for someone whose values align with us as a Trust and has the drive and ambition to work collaboratively to provide the best opportunities and outcomes for our young people.

We look forward to receiving your application.

Yours sincerely,

Jo Heaton, OBE  
**Chief Executive Officer**

## Welcome from the Headteacher



It is my pleasure to welcome you to Ian Ramsey CE Academy, where I am privileged to serve as Headteacher. We are a popular and oversubscribed secondary school at the heart of the Stockton community and its surrounding villages. There are approximately 1180 pupils on roll with a pupil admission number of 237 in each year group.

I truly believe that every child has the right to receive a high-quality, personalised education irrespective of ability, culture, or denomination, something reflected in the inclusive ethos and vision of Ian Ramsey CE Academy. We live in a rapidly changing society and, as educators, we have a moral obligation to meet the changing needs of the young people whom we are privileged to serve.

We want all our young people to enjoy school and achieve well; we pride ourselves on providing an inspiring learning environment and encouraging our pupils to access all the opportunities that we provide. Our staff nurtures positive relationships, caring for pupils throughout their education, to ensure that they emerge from secondary education well-prepared and furnished with the knowledge, skills, and experiences they will need to flourish in modern British society and live 'live in all its fullness' (John 10:10).

Our Academy's mission statement, '**Together to learn, to grow, to serve**', encompasses our commitment to ensuring all members of our community use the gifts we have been given to serve others to learn as individuals and build the confidence to achieve their aspirations.

Through our DEEP curriculum, we offer all pupils a first-class education based on high-quality teaching and a range of experiences outside of the classroom. Our curriculum aims to provide a broad and inspiring academic experience, which is interesting, challenging, and relevant to the needs of our pupils.

We value the importance of providing a range of life experiences, developing social and leadership skills, independent learning, and supporting our pupils to develop and thrive in new environments. In addition, we aim to remove barriers for pupils, supporting them to become successful in their chosen fields after they transitioned to the next stage of their education, employment, or training.

As Headteacher, I am privileged to work with a team of exceptional practitioners who are determined to ensure that our children realise their potential and pursue the career path of their choice.

Thank you for your interest in our academy. Visits to the school are welcome, by prior agreement. Please contact [IRrecruitment@nllt.co.uk](mailto:IRrecruitment@nllt.co.uk) to express an interest.

Best wishes,

Mal Patrick  
**Headteacher**

## **CLEANER X2**

**Permanent position required for Ian Ramsey CE Academy**

**£10.42 per hour**

**15 hours per week, all year round, including school holidays**

Northern Lights Learning Trust are looking for 2x cleaners to work at Ian Ramsey CE Academy. The suitable candidate should be enthusiastic, organised and welcoming. The role entails creating a hygienic and safe environment for all staff and pupils. You will work closely with the cleaning team and under the supervision of the Headteacher and Site Manager. Experience of working in a school environment is advantageous however not essential for this role.

The successful candidate should have:

- Experience of working in a cleaning role
- Excellent communication skills
- A positive attitude, flexibility and adaptability
- High expectations
- Work well as part of a team

If this is you, we would really welcome your application.

### **In return you will receive:**

- A supportive working environment that puts people at the heart of the organisation.
- Continuous professional development, including the opportunity to undertake related qualifications.
- National Terms and Conditions of Employment.
- Local Government Pension Scheme
- The opportunity to work as part of a growing Trust and shape this role.

Details of the school can be found on the school website: <https://www.ianramsey.org.uk/>



## **CLOSING DATE:**

**Applications must be received by: Friday 1<sup>st</sup> March 2024 at 1pm**

**Short Listing will take place on: Monday 4<sup>th</sup> March 2024**

**Interviews will take place on: Thursday 7<sup>th</sup> March 2024**

## **HOW TO APPLY:**

Letters of application should be returned, along with a Northern Lights Learning Trust application form, to [IRrecruitment@nllt.co.uk](mailto:IRrecruitment@nllt.co.uk) or by post to Ian Ramsey CE Academy, Fairfield Road, Fairfield, Stockton-on-Tees, TS19 7AJ.

Applications will only be considered on receipt of an application form, CV's and other forms of application will not be accepted. For further information, please contact the school on 01642 585205.

## JOB DESCRIPTION

Post: Cleaner

Responsible to: Site Manager

Responsible for: Keeping the school clean and safe.

Salary band: £10.42 per hour

Start date: As soon as possible

### **Purpose of Job**

Under the direct instruction of the Head Teacher/Premises Manager and working to set procedures and guidelines, to ensure that designated areas of the school are kept clean, hygienic and safe to create a suitable environment for staff and pupils.

### **TASKS:**

#### **RESPONSIBILITIES:**

- Wiping down surfaces to the required standards
- Vacuuming carpeted areas to the required standards
- Dusting surfaces to the required standards
- Sweeping hard surfaces to the required standards
- Emptying bins to the required standards
- Cleaning toilets, basins and sinks to the required standards
- Mop and bucket floor areas, and buff floors
- Use of step ladders to clean up to a height of 11 feet
- Use of large ride on cleaning machine (full training provided)

#### **MATERIALS/SUPPLIES:**

- Notify supervisor where stocks are low
- Ensure correct materials are used, awareness of COSHH as it applies to schools

#### **HEALTH & SAFETY:**

- Follow agreed risk assessments
- Ensuring cleaning materials are safely stored, and are not accessible to children
- Ensuring that cleaning materials are kept in safe and appropriate containers (i.e. clearly labelled)
- Alerting appropriate staff of potential Health & Safety risks encountered during duties (e.g. trailing wires, worn carpet etc.)

**OTHER:**

- Participate in training and other learning activities as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory
- Safeguarding
- Undertake First Aid duty as required to support the Academy. Undertake regular First Aid training as required

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**



## PERSON SPECIFICATION CLEANER

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>APPLICATION FORM</b>	1. Completed application form		Application
<b>QUALIFICATIONS AND TRAINING</b>	2. Basic skills/induction 3. Willingness to participate in relevant training and development opportunities 4. Child Protection training 5. Awareness of PPE 6. Hold or be willing to undertake a certificate in First Aid	7. COSHH training 8. Health & Safety training 9. The Support Work in Schools VQ (SWIS) 10. NVQ Level 1 in Cleaning	Application
<b>EXPERIENCE</b>	11. Previous cleaning experience 12. Experience of working as part of a team	13. Experience of working in an Academy environment	Application
<b>SKILLS AND KNOWLEDGE</b>	Ability to: 14. ensure that areas are cleaned to the highest standards at all times 15. maintain Health & Safety standards at all times 16. ensure equipment is cleaned, maintained and stored correctly 17. have a flexible attitude to work	Knowledge of: 23. Child Protection 24. Equal Opportunities and recognising the nature of the diverse Academy community 25. Ability to use heavy cleaning equipment e.g. large ride on cleaning machine, buffer, scrubber	Application Interview

	<ul style="list-style-type: none"> <li>18. work independently and use initiative, while being part of a team</li> <li>19. work effectively within a team environment</li> <li>20. build effective working relationships colleagues</li> <li>21. promote a positive ethos</li> <li>22. maintain high standards of cleanliness</li> </ul>		
<b>PERSONAL AND PROFESSIONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>26. Good timekeeping</li> <li>27. High standards and expectations</li> <li>28. Friendly, approachable and professional manner</li> <li>29. To be reliable and responsible with a flexible approach to work</li> <li>30. Good attention to detail</li> </ul>		Application Interview
<b>OTHER</b>	<ul style="list-style-type: none"> <li>31. Recommendation from both referees</li> <li>32. Fully enhanced DBS clearance with children's barred list check</li> </ul>	33. Strong recommendation	References Enhanced DBS certificate

**References:**

References will be requested prior to interview, unless there are exceptional circumstances, and the applicant does not give consent to do so on the application form. Please contact us to discuss further if you do not consent.

**DBS:**

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

**Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.****Safeguarding:**

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. To fulfil this responsibility effectively, all professionals should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

**Pre-employment occupational health:**

Pre-employment occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required. In some circumstances, an appointment with Occupational Health may be required to assess fitness for the role.

**Equal opportunities:**

Northern Lights Learning Trust are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.