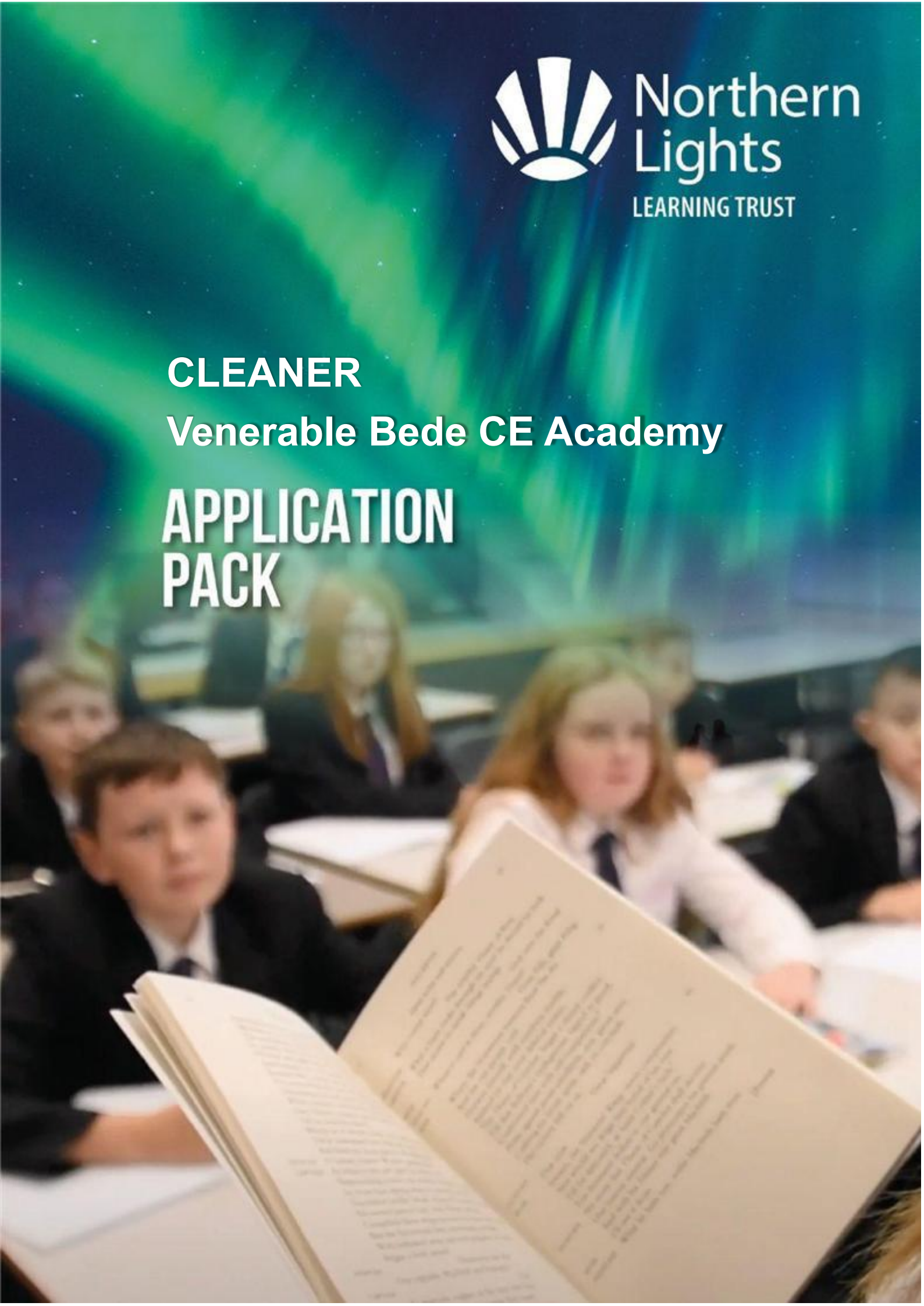
Northern Lights
LEARNING TRUST

CLEANER

Venerable Bede CE Academy

APPLICATION PACK



Northern Lights
LEARNING TRUST

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We are a Multi-Academy Trust currently comprising ten schools – primary and secondary – and over 4,200 children and young people in an area stretching from Teesside through to Wearside.

Northern Lights
TEACHING SCHOOL HUB

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

Northern Lights
EARLY YEARS HUB NORTH EAST

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

Benedict Biscop CE Academy
Sunderland

Dame Dorothy Primary School
Sunderland

Grange Primary School
Hartlepool

Hart Primary School
Hartlepool

Holley Park Academy
Washington, Sunderland

Ian Ramsey CE Academy
Stockton-on-Tees

St Aidan's CE Academy
Darlington

St. Helen's Primary School
Hartlepool

St. Peter's Elwick CE Primary School,
Hartlepool

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 an 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 3 secondaries and 7 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 4200 pupils and employ over 600 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.

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 faithfully

Jo Heaton
Chief Executive Officer

Welcome from the Head of School

Thank you for your interest in the Cleaner post at Venerable Bede, where it is my privilege to serve as Head of School. We are a popular and oversubscribed secondary school serving our local community. We sit on the border of Ryhope, Silksworth and Doxford Wards in Sunderland, but we have pupils who attend our school from across the City and beyond. It is our goal to provide an inclusive education, within the context of our local community, in which the rights of everyone are respected, regardless of personal beliefs. We are proud to be a school at the heart of our community.

We are a medium sized secondary school, built to accommodate 900 pupils. Our fundamental aim is to equip our pupils with the qualifications and skills which they will need to take their place in a modern British society. We hope that we play our part in helping our pupils understand how to live “Life in all its fullness” (John 10:10). Our mission statement is embodied in our school motto: “Soar to the Heights Together”.

We want all of our pupils to reach their full potential. For each of our pupils we hope that with the guidance and support of their families and teachers, each of them will be able to develop their individual talents and fulfil their lifelong goals. I firmly believe that all children should have equal chance of success. It should be our goal in schools to enable all pupils to thrive, instilling in them a thirst for knowledge, and enabling them to understand how they play their part in unlocking their potential.

Every child deserves the right to a broad and balanced curriculum. At Venerable Bede Academy, we offer a broad curriculum to every child that spans 7 years as we have a range of transitional opportunities with our primaries (Y6) and local colleges (Y12).

Thank you for your interest in our academy. Visits to the school are welcome, by prior agreement. Please contact Natalie Rippon on 0191 594 7033 option 2 to express an interest.

Kind regards

Tracey Burgess

CLEANER

Permanent position required for Venerable Bede CE Academy
£24,413 FTE
20 hours per week, all year round, including school holidays
3:00 – 7:00pm Monday to Friday

Northern Lights Learning Trust are looking for a cleaner to work at Venerable Bede 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 Head of School and Senior Site Supervisor. 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.

Details of the school can be found on the school website: https://www.venerablebede.co.uk/

In return you will receive:

- A supportive working environment that puts people at the heart of the organisation
- The opportunity to work as part of a growing Trust and shape this role
- Continuous professional development
- A range of Trust initiatives that improve wellbeing. Current initiatives include an annual wellbeing day.
- National Terms and Conditions of Employment
- Teachers' Pension Scheme/ Local Government Pension Scheme

Employee welfare package through Education Mutual including:

- 24-hour GP access
- Nurse support service
- Mental health services, including stress management, mental health first aid training and bereavement support
- Free Flu vaccinations
- Counselling Services
- Physiotherapy
- Financial wellbeing coaching
- Maternity and Paternity support
- Menopause support
- Access to useful wellbeing resources

Employee benefits package through Vivup including:

- Cycle to work scheme
- Lifestyle savings including discounts on shops, food and drink and days out

CLOSING DATE:

Applications must be received by: Noon, Monday 19th January 2026

Short Listing will take place on: w/c 19th January 2026

Interviews will take place on: w/c 19th January 2026

HOW TO APPLY:

Completed application forms should be submitted to recruitment@nllt.co.uk or by post to Venerable Bede CE Academy, Tunstall Bank, Ryhope, Sunderland, Tyne & Wear, SR2 0SX.

CLEANER

Responsible to: Senior Site Supervisor
Responsible for: Keeping the school clean and safe.
Salary band: NJC 2 - £24,413 FTE
Start date: As soon as possible

Purpose of Job

Under the direct instruction of the Head of School/Senior Site Supervisor 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
APPLICATION FORM	1. Completed application form		Application
QUALIFICATIONS AND TRAINING	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
EXPERIENCE	1. Previous cleaning experience 2. Experience of working as part of a team	3. Experience of working in an Academy environment 1.	Application

SKILLS AND KNOWLEDGE	1. Ability to: 2. ensure that areas are cleaned to the highest standards at all times 3. maintain Health & Safety standards at all times 4. ensure equipment is cleaned, maintained and stored correctly 5. have a flexible attitude to work 6. work independently and use initiative, while being part of a team 7. work effectively within a team environment 8. build effective working relationships colleagues 9. promote a positive ethos 10. maintain high standards of cleanliness	11. Knowledge of Child Protection , Equal Opportunities and recognising the nature of the diverse Academy community 12. Ability to use heavy cleaning equipment e.g. large ride on cleaning machine, buffer, scrubber	Application Interview

PERSONAL AND PROFESSIONAL ATTRIBUTES	13. Good timekeeping 14. High standards and expectations 15. Friendly, approachable and professional manner 16. To be reliable and responsible with a flexible approach to work 17. Good attention to detail		Application Interview
OTHER	18. Recommendation from both referees 19. Fully enhanced DBS clearance with children's barred list check		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.

Artificial Intelligence and Recruitment at Northern Lights Learning Trust

Northern Lights Learning Trust is committed to embracing innovation while maintaining fairness and integrity in our recruitment processes. We recognise that candidates may choose to use AI tools to support the preparation of their applications. While this is acceptable, we expect all submissions to reflect the applicant's own experiences, values, and suitability for the role and it is essential that AI is used appropriately.

AI must not be used to:

- provide misleading or false information at any stage of the application journey
- inflate or invent qualifications, skills or experience
- complete assessments as part of the recruitment process
- create generic responses and copy them into your application

If you have any questions about the use of AI in your recruitment process with us, please contact hradmin@nllt.co.uk