Built on botheredness . . .

the enquire learning trust

Enquire Learning Trust Application Pack

School Cleaner

Ref ELT OCT2622

Broughton Primary Academy
Brigg Road
Broughton
DN20 0JW

the enquire learning trust

Contents:



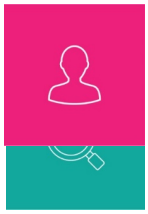
1. The Enquire Learning Trust Visions, Values and Mission



2. Academy Information



3. EAP Programme



4. Job Advert

5. Job Description

6. Person Specification



The Enquire Learning Trust

We are a multi-academy trust currently responsible for 32 academies in four clusters across the North of England; North East Lincolnshire, Hull, Manchester, Teesside and North Yorkshire.

We work in complete collaboration with each of our academies and place a strong emphasis on school-to-school support and learning. Our academies work in collaboration with one another, sharing both their talent and ideas with others, giving employees the opportunity to learn from individuals within our other academies.

We recognise that the most important assets we have are our employees, and for our academies to succeed we need to ensure we employ the very best people in every single role. Our core values and beliefs are consistent throughout all of our academies, and our keys to success are at the heart of everything we do.

Every role across the Trust is valued, appreciated and purposeful. We believe that the outcome of every role across the Trust should improve the education each of our learners receive. Whether teaching, support or leadership, every single role is vital to the success of our academies.

We also recognise that all of our academies are different, and we encourage individuality. Whilst we believe our academies should work together to support best practice and to share ideas, we don’t believe that implementing blanket priorities and objectives is pertinent to a successful academy, and we encourage autonomy for academy leaders wherever possible.

Values

- We believe that all learners can be powerful learners given access to extraordinary learning experiences. We want children and the academies they attend to be confident, successful and ambitious.
- We envisage a Trust where well led, highly skilled and committed professionals collaborate, learn and innovate together to ensure that all academies are successful and where all learners have access to effective and innovative provision that meets their needs and aspirations.
- We want to add value to achievement and raise standards. We also want to change lives. We know this requires our provision and our practice to be world-class – because of the distance we have to travel, we understand that good will not be good enough and that we need to develop a shared appreciation of excellence and then strive to enact this every day.

- We take learning seriously and work together to create a vibrant culture in which this can happen. We know that it's what we do that counts and that our thinking must be visible in classrooms if it is to have leverage. Children are at the forefront of all that we do and aspire to do. We take serious steps to engage them, to hear their voice in authentic ways and then to use their insight and expertise to develop radical pedagogies that tap into their passions and interests and use the potential of emergent technologies.

The Enquire Learning Trust is committed to promoting sustainability and environmental responsibility across all academies, in line with the DfE (Department for Education) Sustainability and Climate Change Strategy. We care deeply about creating school environments that positively contribute to the communities we serve. Our approach includes driving progress towards net zero carbon emissions, protecting biodiversity, and equipping our children with the knowledge and skills to build a sustainable future.

At Broughton Primary Academy, we are proud to be a part of the Enquire Learning Trust. We are dedicated to providing a safe, excellent learning environment where everyone, child and adult alike, is supported to achieve their potential and to fulfil their ambitions in life. We want everyone in our school community to "Reach For The Stars".

Children:

- *Confident*
  Our children should be happy and confident to tackle whatever they face in life. When they are not sure, we want them to take a risk and try – showing self-belief. Independence and curiosity should be developed; whilst empowering children to decide how best to learn and demonstrate their learning.
- *Resilient*
  For our children to aspire to be the highest achievers, we want them to be resilient when facing challenges, to learn from their mistakes and then try again. Building resilience helps raise self-esteem and sense of self-worth.
- *Respectful*
  We strive for our children to develop into the future citizens of a global community, showing respect for and tolerance of all.
- *Aspirational*
  Our children need to aspire to be the very best they can, whether that be in school, or in their ambitions for their future lives. Positive goals in life should be harnessed.
- *Excited*
  Learning is exciting and we want to harness children's excitement to learn new knowledge and skills; fostering their inquisitiveness and working together to demonstrate their achievements. Children should be happy to clearly communicate both what they have learnt and how they learnt it.



At Broughton Primary Academy, we are dedicated to providing an excellent, safe learning environment where everyone, child and adult alike, is supported to achieve their potential and to fulfil their ambitions in life. We want our school community to "Reach For The Stars".

The Learning Environment And Resources

- *Quality*
  The environment we provide for children is high-quality with a safe, well-maintained building and grounds; attractive displays which showcase the children's work and with carefully chosen, well maintained teaching resources.
- *Stimulating and Varied*
  The school's building and grounds are carefully designed and maintained to stimulate children's learning indoors and outdoors; maximising the use of our site. Our resources are similarly chosen to enhance children's understanding or to inspire their learning.
- *Extended*
  Our learning environment extends beyond the school gates, into the local community and across the wider area. Visits to external sites are an integral part of our curriculum culminating in two residential visits for our older children.
- *Respected*
  Our learning environment clearly demonstrates the value we place in children and their achievements. We also believe that this helps children show reciprocal respect for their school.
- *Supportive*
  Whether it be the provision of staff to work with children to enhance their physical and mental well-being or our ability to listen to our children and develop the school site with indoor and outdoor areas to nurture their needs; we want our children to flourish in our care.

Staff

- *Collaborative*
  All staff and governors at Broughton Primary School work together to create the best possible learning environment. We each have our own strengths and these complement those of other members of the team.
- *Role Models*
  Adults should provide brilliant role models for the children of the school, praising pupils for emulating them. They should have high standards in academic areas, whilst also showing that application and endeavour are necessary throughout life.
- *Effective*
  All our staff strive to be the best they can be, but we strive to ensure that they work in the most efficient way possible rather than for the longest time possible. Staff are empowered to innovate and find more effective ways of working; to do what is right for children – whether that be to change how something is done in school or to introduce new ideas to the school. Staff should then discuss and reflect on the effectiveness of this so that we can all improve.
- *Happy*
  We want to create an environment where staff are happy to work so that they inspire, motivate and encourage children.
- *Learners*
  All staff in our school are life-long learners. We encourage staff members to never stop learning and support them when they want to develop further skills or knowledge.

Teaching and Learning

- *Inspiring*
  We want to ensure that everyone is engaged in their learning and that this school fosters a love for learning.
- *Thematic*
  Where possible, we want our children's learning to be centred on themes and projects so that children understand the relevance of their learning and how connections are made.
- *Flexible*
  Teaching is not a fixed path, and learning can be developed in different directions or to different depths so that everyone is challenged appropriately.
- *Inclusive*
  Every child in our school is a learner and is entitled to a first class education with fantastic teaching and learning opportunities.
- *Celebrate the Global Community*
  Our children are growing up into an increasingly diverse world. We want our teaching, and their learning, to celebrate the diversity that isn't available in our local community. We see it as our job to open children's eyes to the world around them.
- *Experiential*
  Appropriate experiences help to drive learning and we aim to stimulate that learning with a range of indoor and outdoor learning opportunities that are undertaken within our school or on external visits.

Community

- *Engaged*
  We want our wider school community to be highly engaged with the education of the children. Whether that be through their support at events or being active participants in the children's learning.
- *Proud*
  The desire of the school is that the behaviour, attitudes, academic attainment and wider successes of the children will be a continuing source of pride for both themselves and their community. We celebrate these successes with the community.
- *Integral*
  Broughton Primary School is an integral part of its community. We seek different ways to support our local community and the wider community. We also invite members of our community to support us in a range of capacities.
- *Enduring*
  The strength of our engagement with the community is measured in how long it endures. Whether it be engaging in annual community events internal or external to the school; or supporting past students with their future career aspirations, we see being part of Broughton Primary School as having life-long membership.
- *Valued*
  We hope that our school is seen as a valued part of our community, and in turn, we value all that the community around us does to support the children of Broughton and help us to achieve our aims.

EAP Programme

The Trust offers a plan through Health Assured which provides access to valuable health and wellbeing services.

Key Features:

- Unlimited access to 24/7 confidential telephone helpline
- Up to 10 sessions of face to face, telephone and online counselling
- Access to the portal and wisdom app
- Coverage for spouse/partner and dependants
- Medical information line including articles, webinars and podcasts
- Menopause Support access to other resources such as 'Menopause Matters'
- Access to Perks and Discounts
- Online and mobile access, anywhere and anytime
- Self-help guides, mood and wellness trackers

School Cleaner

Reference Number ELTOCT2622

Working Hours: 25 per week Monday to Friday 6am – 8:30am and 3.30pm – 6pm
Job share will be considered please indicate on your application
Working Weeks: Term time only plus 20 days
Salary Scale Range: NJC 3 - £16108 per annum
Contract Type: Permanent
Start Date: ASAP
Location: Broughton Primary Academy, Brigg Road, Broughton, DN20 0JW

Closing date: 18th December 2026
Interview date: To be arranged

We are seeking a reliable, hardworking and enthusiastic School Cleaner to join our friendly team at Broughton Primary Academy. This is an excellent opportunity for someone who takes pride in their work and wants to contribute to providing a clean, safe and welcoming environment for pupils, staff and visitors.

Main Responsibilities

- Cleaning classrooms, offices, corridors, toilets and communal areas.
- Vacuuming, sweeping, mopping and dusting designated areas.
- Emptying bins and disposing of waste appropriately.
- Replenishing cleaning supplies and consumables.
- Reporting any maintenance issues or health and safety concerns.
- Ensuring cleaning duties are carried out in line with school procedures and health and safety regulations.

We Are Looking For Someone Who:

- Is reliable, punctual and trustworthy.
- Has a positive attitude and works well as part of a team.
- Takes pride in maintaining high standards of cleanliness.
- Can work independently and follow instructions.
- Has previous cleaning experience (desirable but not essential as training will be provided).

We Offer:

- A supportive and friendly working environment.
- Full induction and training.
- Access to employee wellbeing and support programmes.
- Membership of the Local Government Pension Scheme.
- Opportunities to be part of a dedicated team supporting children's education.

A clean school creates a positive learning environment. If you enjoy making a difference behind the scenes and take pride in your work, we would love to hear from you.

SCHOOL CLEANER - JOB DESCRIPTION

1. PURPOSE OF JOB:

To undertake a full range of cleaning duties using domestic and industrial cleaning equipment to ensure all areas of the academy are maintained to a specified quality standard.

2. MAIN RESPONSIBILITIES:

Clean floor spaces in teaching, communal and office areas using appropriate techniques and equipment e.g. mops, sweeps, spray cleans, machine scrub, dry, buff and suction clean.

Clean all internal surface areas e.g. walls, windows, work surfaces and sanitary appliances using appropriate techniques, equipment and materials e.g. washing; dusting; damp wiping; polishing and cleaning.

Empty wastepaper bins and remove waste to a designated area.

Undertake other cleaning duties e.g. carpet and upholstery valeting, stain removal, de-scaling sanitary appliances. Clean packed lunch trolleys and cloakroom areas.

Undertake routine equipment safety checks, cleaning, maintenance and storage e.g. waste removal and filter cleaning.

Replenish sanitary and hygiene supplies e.g. soap, hand towels and toilet rolls.

Report faults, damage, breakages, vandalism or any issue that may affect or impact on routine education activity.

Maintain appropriate levels of security in all working areas to ensure confidentiality, safety and maintain site security

3. CONTACTS AND RELATIONSHIPS

The majority of work will be undertaken outside of classroom hours with some contact with pupils or other members of staff.

The postholder will have occasional direct and indirect contact with teaching and other support staff related to routine aspects of the work.

4. DECISIONS

Discretion – Most activities and tasks have well defined working practices that are undertaken within a clearly defined routine. Advice guidance and information is readily available at all times on any non-routine issues.
Consequences – Consequences of any decisions made would have a very limited impact and work output could be subject to monitoring.

5. RESOURCES

The postholder has responsibility for the routine cleaning and maintenance of equipment and the reporting of damage, faults or repair work.

6. WORK ENVIRONMENT

Work Demands – Work tasks usually remain consistent but may be subject to emergency or occasional variation.

Physical Demands –Walking, bending, stretching and lifting to undertake the cleaning tasks described will form a significant part of the job.

Working Conditions – The majority of work is undertaken indoors except for the carrying of rubbish to disposal point. The post will involve some exposure to disagreeable conditions e.g. toilet cleaning, cleaning up after sickness or accident and maintenance of equipment.

Work Context – Work involves some contact with pupils. The postholder uses various cleaning materials and chemicals in accordance with the Trust's Health & Safety standards and procedures.

7. KNOWLEDGE AND SKILLS

Ability to use, clean and maintain a full range of industrial and domestic cleaning equipment and materials.

Good understanding of the operational practices and working methods and work schedules involved.

Understanding and awareness of the related Health & Safety issues associated with cleaning materials, equipment and premises.

Basic communication skills.

Ability to maintain appropriate levels of security in all working areas.

8. GENERAL

a) Other Duties - The duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.

b) Equal Opportunities - The postholder must carry out his / her duties with full regard to the Trust's Equal Opportunities policy.

c) Health and Safety - The postholder must carry out his / her duties with full regard to the Trust's Health and Safety Procedures.

PERSON SPECIFICATION

SCHOOL CLEANER

	Essential	Desirable
Experience of cleaning work		✓
Working in an educational environment		✓
Use practical skills to improve site and buildings		✓
Deal with emergencies and situations in a positive and systematic manner	✓	
Work alone and achieve productive outcomes	✓	
Reduce risk	✓	
Develop more effective and efficient ways of working		✓
Communicate effectively with school users at all levels and achieve productive outcomes		✓
Read safety instructions and measure accurately	✓	
Understand importance of Health and Safety	✓	
Knowledge of COSHH requirements		✓
Ability to follow school procedures	✓	
Flexibility to meet changing needs of school	✓	
Positive references regarding honesty & reliability	✓	

Training in specific areas will be provided

For Information:

Essential Requirement - without which the candidate would be unable to carry out the duties of the post.

Desirable Features - which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc.

Broughton Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. References will be obtained and all ID and qualification checks will be made prior to appointment. Any offer of employment will be subject to receipt of a satisfactory Disclosure & Barring Service check and Disqualification by Association Disclosure.

Please see our polices on our school website including the Privacy notice for job applicants

- *https://broughtonprimary.net/important-information/policies*

This job description is not intended to be a complete inventory of all the activities you will be expected to undertake. You must comply with any reasonable request from your Manager.

Contact details for school: Mrs Anne Marris, Business Manager 01652 655711
admin@broughtonprimary.net

The Enquire 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. All ID and qualification checks will be made prior to appointment, as will online searches of candidates (Keeping Children Safe in Education 2023). Any offer of employment will be subject to receipt of a satisfactory Disclosure & Barring Service check and Disqualification by Association Disclosure.

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trusts information governance policy which can be found on the website.

Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and subject to satisfactory references and an enhanced DBS criminal records and barred list check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

All documentation will be treated confidentially and processed in accordance with Data Protection regulations.

How to apply

You can apply for this position by visiting The Enquire Learning Trust

DBS/Safeguarding Statement
The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. As this post involves access to children or vulnerable adults, the successful applicant will be required to obtain an **Enhanced Disclosure from the DBS**