



Enquire Learning Trust Application Pack

Cleaner

Reference Number **ELTSEP2604**

Linden Road Academy
Linden Road
Denton
M34 6EF

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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.

Linden Road Academy

Our ethos is one of high expectations and mutual respect where each pupil knows they are valued and well cared for.

Linden Road Academy is a successful, thriving and happy school. We are a school with a strong, rich community of students, parents and teachers brought together by a shared determination to achieve outstanding status and becoming an exceptional school.

At the heart of this drive for excellence is our belief that every child is an individual who can grow and excel; inclusion and equality are the heartwood of all we do. We are fully accessible for disabled users.

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Our website provides all the information you will need to learn about life at Linden Road, our achievements, standards, community involvement, curriculum and the many experiences and opportunities we provide for our children.

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

Cleaner
Reference Number: ELTSEP2604

Working Hours: 10 hours

Working Weeks: 39

Salary Scale Range: NJC SCP 3

Contract Type: Permanent

Start Date: ASAP

Location: Linden Road Academy, Linden Road, Denton, M34 6EF

About us

Linden Road Academy is a popular and well-thought of primary school. We run our own Before and After School and Holiday Club. The successful candidate would be joining a staff team which has a family-feel. We also value flexibility, teamwork and a good sense of humour.

About the role

Linden Road Academy requires a site cleaner to work within our premises team, to commence work as soon as possible.

You will be responsible to the Premises Manager and Academy Business Manager. We would ask that applicants are team players and have a good understanding of the role of a site cleaner within a school setting.

What we can offer

Membership of GMPF Pension Scheme

Opportunities for development and progression

Employee Assistance Programme provided by Health Assured

Cycle to Work Scheme

Lifestyle savings

Working arrangements

Monday to Friday. Working hours preferable are 6.30am – 8.30am, daily, although this could be negotiated. Other opportunities for additional hours during school holidays, or to support with other roles in the school, are possible.

For more information, please contact Georgie Bates (Academy Business Manager)
0161 320 0002 (g.bates@lindenroadacademy.co.uk)

Visits to school are welcome, please contact the school office first.

How to apply

You can apply for this position by visiting <https://enquirelearningtrust.org/>

Closing date and time: Friday 18th September at 9am

Interview Date: Tuesday 22nd September

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**

POSITION:	Site Cleaner
REPORTS TO:	Business Manager
GRADE:	NJC SCP 3 pro-rata
HOURS:	10 hours per week
	Term Time Only

Key Role/Functions

The fundamental part of this role is to work as part of the premises team, cleaning all areas of school on a rotational basis between our buildings. The hours of work are 6.30am – 8.30am during term time. Other opportunities for additional hours during school holidays, or to support with other roles in the school, are possible.

You must be willing to work as part of an established and excellent team.

Specific Duties and Responsibilities

- To receive specific induction on the site and cleaning material used within school.
- To clean all surfaces, fixtures and fittings, by appropriate method, within the designated area of work.
- To carry out the washing of walls, internal glass, partitions and internal woodwork up to reaching height, using appropriate equipment where necessary.
- To clean all hard floor surfaces (with exception to the halls) as required on the cleaning schedules.
- Vacuum carpets in classrooms and corridors
- To clean sanitary areas, toilets, staff rooms with the appropriate method
- To replenish all consumables, including but not limited to soap dispensers, blue roll dispensers and toilet roll holders.
- Bagging of waste and removal to the bins.
- To ensure all cleaning equipment is used in line with the instructions and COSHH data sheets.
- To communicate effectively within the team and the Site Caretaker to ensure that cleaning materials are utilised effectively and stock levels managed.

- To report any faulty cleaning equipment and alert your team supervisor or leadership of any maintenance required to the equipment used.
- Ensuring that all windows are closed, lights turned off, doors closed and heaters turned off before leaving an area of work.
- Covering for other cleaners where necessary in the event of staff shortages.
- Complete online and some face – to face training over the course of the academic year.
- Any other ad-hoc duties as commensurate with the job role.

Customer care

- To treat pupils, parents, staff, visitors and contractors with care, consideration and courtesy in accordance with the school's ethos and values.
- To present high standards of personal appearance in accordance with the school's ethos and values.

Other

- To maintain confidentiality at all times in respect of the Trust and the academy related matters.
- Any other reasonable duties as directed by the Business Manager, Principal and Senior Leadership team.
- Ensuring that health and safety guidelines are followed at all times whilst on the premises.
- Ensuring that the users of the building are treated with care and consideration.
- To take every opportunity to promote a favourable image to all users of the school.

PERSON SPECIFICATION

SITE 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	✓	

Contact Details:

School Name: Linden Road Academy
Telephone number: 0161 320 0002

Principal: Mr Peter Greaves

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