



CLEANER

WELLFIELD ACADEMY





Dear Applicant,

Thank you for your interest in the position of Cleaner at Wellfield Academy.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about our School. I hope you find it helpful and on behalf of the whole school community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have four secondary schools and two primary schools formally in the Trust.

Our Trust is a mix of good schools and schools which have been in challenging circumstances. Where there has been work to be done, the impact has been rapid and significant. We are committed to growing our Trust further and we are strengthening our central team to ensure we have the capacity to continue to support where we are needed most. All of our schools and our staff provide us with rich opportunities to learn from and with each other.

We strive to ensure that our family ethos is tangible; that we work as a team; that we want the best for everyone. We are also staunch in our commitment to working in a way which protects the wellbeing of our staff; our commitment to reducing workload is non-negotiable. We seek to thrive; individually, collectively, in our classrooms, staffrooms, schools, our central team and across the Trust.

We hope the enclosed information will give you good insight into our School & Trust.

We look forward to viewing your application.

Yours faithfully,

David Clayton
Chief Executive

ENDEAVOUR LEARNING TRUST

OUR SCHOOLS





OUR SCHOOL

Dear Applicant,

Wellfield Academy is an ambitious, growing and thriving school. At our school, students experience inspirational and challenging teaching, excellent pastoral care and a genuine belief that every child can succeed. The successful candidate will join us at an incredibly exciting time for the school. We are one of just a small number of schools nationally to be chosen for the Department for Education's Schools Rebuilding Project, which will see us move into a brand-new state of the art school in the coming years. In addition, our fantastic reputation in the local community has secured a significant growth in the number of students attending Wellfield. The number of families choosing Wellfield as their first-choice secondary school has more than trebled in the past three years and we are excited to welcome more staff into the Wellfield family as a result.

As a school situated in the heart of Leyland, one of our many strengths is our community spirit and family feel. Each student is known as an individual and supported by key staff, as well as being challenged to be the best they can be. At Wellfield, we believe that every child should be treated as we would want our own children to be. As a result, our students feel safe and valued in an environment where we find the right balance between support and challenge. Our mantra is 'Nothing but the Best' and this permeates everything that we do for every student and every member of staff. Our family ethos is tangible: we work as a team, and we want the best for everyone.

We are dedicated to developing students who are aspirational, inclusive of one another and rooted in their community. We are extremely passionate about ensuring the successful development of each individual child within an ambitious learning environment. Our students behave well, and they thrive in our warm and inclusive environment. We are proud of our significant improvement over recent years, and we will continue to provide the very best for each and every one of our students.

We hope the enclosed information about the role will encourage you to apply.

Yours faithfully,

Mr J Lewis
Headteacher

Job Title: Cleaner
School: Wellfield Academy
Contract: Part time, Permanent
Salary: £8,562.60 (FTE £23,151.49)

Wellfield Academy are looking to appoint a part time cleaner to ensure the upkeep and cleaning standards of our fantastic secondary school.

You will be required to work as part of a team, undertake a variety of cleaning duties and provide a high standard of cleaning.

This would be an ideal opportunity for someone who is calm, approachable and punctual with a flexible attitude, a keen eye for detail and the ability and desire to be part of the team.

In return we can offer you:

- A truly supportive and encouraging team
- A fantastic Local Government Pension Scheme
- Free on-site parking
- 24/7 access to employee wellbeing package
- Modern, well-resourced school environment with brand new school build planned for 2024
- 50% off Endeavour Children's Holiday Camps
- Term time only employment which supports long holidays

This position is part time, permanent and term time only plus 3 weeks

15 hours per week. (Successful candidate can choose a set work pattern of 5:15am – 8:15am **OR** 3pm – 6pm)

HOW TO APPLY

Please complete our non-teaching application form in full and return to vacancies@endeavourlearning.org

Applications should be submitted by 9am on Friday 23rd February 2024

Interviews will be held on Thursday 29th February 2024

If you require any further information about this role please contact our Recruitment Manager, Mollie at m.fairhurst@endeavourlearning.org or on 01772 817904.

Refer to the job description and person specification as a guide and give specific examples to demonstrate your suitability for this post.

SAFEGUARDING

Endeavour 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 and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.

| JOB DESCRIPTION | |
|--|---|
| Job Title | Cleaner |
| Salary | £23,151.49 pro rata £8,562.60 per annum |
| Location | Wellfield Academy, Yewlands Drive, Leyland PR25 2TP |
| Hours Per Week | 15 hours (Monday to Friday 5.15am - 8.15am OR 3pm-6pm) |
| Weeks Per Year | Term time only plus 3 weeks (Inclusive of 5 inset days) |
| Contract | Permanent, Part time |
| Responsible to | Site Supervisor |
| Job Purpose | |
| Under the direction and instruction of the Site Supervisor, to undertake the cleaning of designated areas within the School premises to ensure that they are kept in a clean and hygienic condition, to the agreed quality standards. | |
| Main Activities | |
| <ul style="list-style-type: none"> • Cleaning including closure cleaning; • Sweeping, vacuum cleaning and mopping of floors; • Emptying litter bins; • Polishing and dusting of surfaces and fixtures and fittings; • Cleaning of changing rooms, toilets and shower facilities, including replenishment of paper towels, toilet rolls and other disposables; • Using appropriate powered equipment e.g. floor buffer; • To notify line management or other Senior member of staff, of any damage to buildings and equipment or anything you see that may be dangerous to pupils or staff; • To inform Site Supervisor of matters requiring attention e.g. light bulb replacement, blocked toilets etc; • To inform Site Supervisor when there is low stock of cleaning materials and other disposables etc; • To undertake training in the correct use of cleaning equipment as appropriate; • Additional cleaning for one-off occasions i.e. Open Evenings, Visits etc. | |
| General | |
| <ul style="list-style-type: none"> • At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures; • To participate in the School's appraisal scheme where appropriate; • The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held. | |

| PERSON SPECIFICATION | | |
|---|--------------------------------------|--|
| Personal Attributes required (on the basis of the job description) | Essential (E) Or Desirable (D) | Identified by: Application Form (AF), Interview (I), Test (T) or other |
| EXPERIENCE | | |
| The successful candidate will have: | | |
| Experience of working as a cleaner | D | AF/I/T |
| Experience of using powered equipment (e.g. floor buffer) | D | AF/I/T |
| Experience of previous work in a school environment | D | AF/I |
| SKILLS AND ATTRIBUTES | | |
| The successful candidate will be able to: | | |
| Ability to work as part of a team | E | AF/Interview |
| Flexible attitude to work | E | AF/Interview |
| Ability to work in an organised and methodical way | E | AF/Interview |
| Awareness of Health & Safety issues | D | AF/Interview |
| Awareness of CoSHH | D | AF/Interview |
| Good interpersonal skills | D | AF/Interview |
| Positive approach to customer care and service delivery | E | AF/Interview |
| Commitment to undertaking relevant training and development | E | AF/Interview |
| Flexible attitude to work | E | AF/Interview |
| Ability to work in an organised and methodical way | E | AF/Interview |
| OTHER | | |
| Commitment to equality and diversity | E | I |
| Commitment to health and safety | E | I |
| Commitment to attendance and punctuality at work | E | I |
| Commitment to safeguarding and protecting the welfare of children and young people | E | I |
| Compliance and adherence to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings' | E | I |
| Compliance and adherence to the document 'Guidance for Conduct' | E | I |
| Clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment) | E | AF/I |