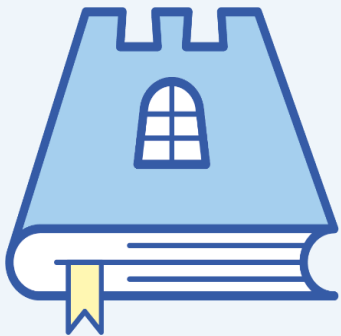


Cleaner



**The Keep
Learning Trust**

Creating Chances and Choices

Cleaner Job Recruitment Pack

About the Trust

The Keep Learning Trust is a growing Multi-Academy Trust established in 2014, currently serving schools across the borough of Bury. United by a strong belief in the power of education, we work collaboratively to support our schools and communities. By working together, we create lifelong chances and choices for all our pupils, ensuring every child is supported to achieve their potential.

Vision

By working together, we create lifelong chances and choices for all our pupils.

Inspiration	Innovation	Collaboration
We nurture every individual to help them find and explore their talents and develop the self-belief to become active members of their communities.	We create cultures and structures that ensure our schools are places of excellence where innovation is championed, creativity is encouraged, and best practice is shared.	Through our strong relationships, we bridge gaps, forge pathways and raise aspiration.

The Keep Learning Trust are seeking to appoint a positive and energetic **Cleaner** to work at **Park View Primary school**.

Do you have the drive, passion and commitment to deliver outstanding support to help young people. If so, joining The Keep Learning Trust support team might just be the best career move you ever make. This is your opportunity to join a dedicated team of support staff who are committed to providing the best possible education for our pupils.

Who we're looking for:

This is an exciting opportunity to become part of our highly professional, friendly team. We are looking to appoint a permanent member of staff who is pro-active, energetic and diligent to support our existing cleaning team in delivering excellent service.

The post is for 10 hours per week, Monday to Friday, 2 hours each day

You will need to:

- Be positive and energetic
- Be an excellent team player
- Support the ethos of the school

We can offer:

- A friendly and supportive team
- Good rates of pay and holiday entitlement
- Pension

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

As part of our recruitment process online checks will be carried out as part of our short-listing process.

The job offer is also subject to a DBS check, medical clearance and two references.

You will be joining a dedicated team committed to maintaining high standards and supporting the inclusive and welcoming ethos of the school.

Post details	Cleaner
Grade	Grade 3 (FTE) £25,949
Hours	2 hours per day Monday – Friday 6am -8am Full Time -Permanent
Annual Salary	Actual Salary £6,994

The Keep Learning Trust is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks: -

The successful applicants will be required to complete an

- Enhanced DBS check
- Satisfactory medical report arranged by school
- Two satisfactory references.

Park View Primary School is part of The Keep Learning Trust, and you may from time to time be required to work at any of our other schools across the trust.

Closing date for applications is 9am 17th July 2026.

Interviews will be held week commencing 20th July 2026.

Application Process

To apply for this vacancy please complete the job application and return to Emma.Collop@keeplearningtrust.co.uk. You should ensure your application form and supporting statement address all elements of the person specification. We will only consider candidates who meet the vast majority of the essential criteria outlined in the person specification.

Our Commitment

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

The equal opportunities form should be emailed directly to the central team at centralteam@keeplearningtrust.co.uk

Job Description

JOB TITLE: Cleaner

LOCATION: Park View Primary School, Park View Road Prestwich, M25 1FA

LINE MANAGER: Caretaker

ACCOUNTABLE TO: Head Teacher

THE ROLE: To undertake cleaning duties for the school. Duties may include working in all types of rooms, including offices, classrooms, halls, corridors, toilets.

SPECIAL CONDITIONS OF SERVICE:

School cleaners must take holidays in periods of school closure.

An identification badge will be provided and must be worn.

Protective clothing including rubber gloves must be worn at all times to comply with Health and Safety Regulations.

The position will be based at Radcliffe Primary School and at times the individual may have to work across the Trust.

MAIN RESPONSIBILITIES AND TASKS:

The normal duties will usually include the following:

1. To be responsible for cleaning certain parts of the school site as allocated by the Caretaker and following Health & Safety guidelines
2. The safe use of chemicals and cleaning materials as instructed by the Caretaker following Health and Safety guidelines and the use of Personal Protective Equipment (PPE)
3. To operate cleaning machinery in cleaning soft and hard surfaces, e.g. vacuum cleaners and polishers following Health & Safety guidelines.
4. To maintain all School standards of hygiene and safety of all cleaning equipment and Cleaning Cupboards in your charge.
5. To report any hazards, defects and any relevant factors of building or environment safety that may be detrimental to safe working practices and normal school operations, immediately to the Caretaker or Headteacher.
6. To report any hazards, defects and any relevant factors of breakdowns of equipment that may be detrimental to safe working practices, immediately to the Caretaker or Headteacher.

Job Description

Duties to include the following:

- Vacuum cleaning hard and soft floors
- Spot cleaning of spillages
- Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
- Emptying and cleaning bins
- Cleaning toilets including sanitary fittings and surrounds
- Mopping and spray cleaning hard floor surfaces
- Wiping and polishing and straightening furniture
- Replenishing janitorial supplies in toilets, etc
- Checking and closing windows, switching off lights after work
- Work as part of a team and support other members of the cleaning team to meet standards and school objectives
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards.
- Such other duties as may be allocated from time to time

SUPPORT FOR THE SCHOOL

- Be aware of and comply with school policies and procedures relating to child protection, health & safety, security, confidentiality and data protection. Report all concerns to the appropriate person. (as named in the policy concerned)
- Contribute to the overall ethos/aims/work of the school.
- To participate in performance development procedures and training and attend meetings as requested.
- Participate in training
- Recognise own strengths and areas of expertise and use these to advise and support others.

Notes: During periods when the school is closed, routine cleaning is undertaken throughout the school. This may include stripping and sealing floors, high level dusting, wall washing, etc.

Guidance Notes for

Application Form

Please read the following notes carefully, as the decision to shortlist you for an interview will be based solely on the information you provide on the application form.

Personal Details – It is important that you complete this section accurately and in full, as the information requested is required to process your application. Please do not leave any section blank.

References – References are requested for all shortlisted applicants for posts. A reference from your current or most recent employer will normally be required before an offer of employment is made.

Work History – When completing this section, it is important that you include any part-time, voluntary or *community work you may have done since these may reveal relevant skills.*

Knowledge Relevant to the Post – Any qualifications which are required for the post will be set out in the Role Description, and you should list these in this section. You may also like to include other qualifications you possess or training courses you have attended which you feel are relevant to the selection criteria for the post.

Experience – Please do not submit a job history or curriculum vitae. This is the most important section of the form, as this is where you make out your case for the post. Here, you should provide evidence that you possess the skills/knowledge and experience required, preferably by giving specific examples. Do not forget to include the skills/knowledge and experience you have gained outside paid work and through training.

About Yourself – In this section, include anything you wish to say about yourself that you feel is relevant but has not been included elsewhere, including any skills.

Disclosure and Barring – Please read this section carefully, ensure that the information you provide is accurate and sign the Declaration.

Equal Opportunities Monitoring – The information you provide in this section will enable the Trust to monitor its recruitment process in relation to its “Equality of Opportunity Policy”. The information obtained will be treated as confidential and used only for monitoring

www.keeplearningtrust.co.uk
TKLT@keeplearningtrust.co.uk

Telephone: 0161 723 4538 Option 2

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A charitable company limited by guarantee
registered in England & Wales.
Company Number: 08769073



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