



LEARNING
ACADEMIES TRUST

LEAD CLEANER RECRUITMENT PACK

ELBURTON PRIMARY SCHOOL

BELIEVE YOU CAN, TOGETHER WE WILL

www.learningat.uk 01752 914160 @ hr@learningat.uk

About the Learning Academies Trust

The Learning Academies Trust was originally formed by three Plymouth primary schools in November 2016 and has grown from there. In terms of pupil numbers, the Trust is now the largest primary school MAT, or Multi Academy Trust in the city of Plymouth.

The Learning Academies Trust is a family of schools dedicated to delivering outstanding education to all our children, whatever their starting point or background. Our Trust's mission is:

Together we will... work with our children, families, and communities to provide exceptional learning opportunities for all our children

All of our schools are committed to the following values:

Aspiration Excellence Collaboration Inclusivity Kindness Respect



We know that with great leadership, inspirational teaching, caring pastoral support and hard work, every child in every one of our schools can succeed. By joining our Trust, you will become part of an inspiring group of people, committed to shaping a great future for our city's children.

The Learning Academies Trust is comprised of 18 Primary Schools across the city of Plymouth and delivers exceptional education to approximately 5000 children and employs over 900 members of staff. Each school has a unique identity and set of values but are joined together in their aspirations for their communities. For more information about the Trust, our schools and what we do, check out our website www.learningat.uk

A message from our Chair of the Trust Board...



Mr John Butcher

Thank you for showing interest in joining the Learning Academies Trust. We are proud of our achievements to date and our recognition as a truly collaborative and united partnership of Plymouth primary schools. It is our aim to support our schools with expert advice from a central team of experts covering estates, IT, finance and HR. Furthermore, our school improvement offer demonstrates a shared, supportive understanding of curriculum delivery that meets the needs of our young people.

The LAT believes that strong communication between the strategic direction provided by the Trust Board and its local governing bodies is also significant in establishing a coherent and shared vision with common values embedded in our practice. I truly hope you will want to explore this exciting professional opportunity and we would be delighted to share our offer with you during the application process.

A message from our CEO...



Mr Simon Spry

This is an exciting time to be considering a career with us at the Learning Academies Trust. As a Primary phase family of local schools, we have high expectations to deliver the very best for our children.

If you are passionate about working with us and the children in our schools, we'd love to hear from you. Information about the role and the school you are applying for are detailed in this pack and for wider Trust wide news and information, please check out our website or Twitter feed @learningatceo.

If you would like any further information or a conversation about the Trust, then there is no better way than to do this in person.

Please contact our Trust HR Team to arrange a time to talk hr@learningat.uk

About Elburton Primary School Academy

Headteacher: Mr Keith Smithers

Location: Haye Road South, Elburton, Plymouth, PL9 8HJ

Approximate number of students: 470

Approximate number of staff: 75



Message from the Headteacher

Elburton Primary School is a superb school that has a passionate and committed team at all levels. We have children's learning and well-being at the very core of everything we do. Elburton Primary School prides itself as being at the heart of the community. The ethos of working collaboratively with all of the community has been established over the 50+ year period that the school has been in Elburton. The village itself is situated on the edge of the City of Plymouth. It is supported by wonderful partners including parents who care and want to do all they can to support their child's education. The Parent Teacher Association at the School is exceptional and enhances so many developments by the school, making the experience of the children far greater.

We believe that our pupils should clearly understand the responsibility required for their own learning so that they value their education and the opportunities, excitement and joy that learning provides. Learning in the classroom and through extra-curricular opportunities provides inspirational experiences for lifelong learners.

The staff within the school demonstrate the high standards we strive to develop within our pupils. The strong, professional team share a passion for supporting every child to reach their full potential.

Keith Smithers, Headteacher

Lead Cleaner Job Description

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|--------------------------------|--|
| Job title | Lead Cleaner |
| Location | Elburton Primary School |
| Grade | Grade B Point 3 |
| Terms of contract | Temporary until 22 nd July 2025 |
| Salary FTE | £24,027 |
| Actual annual salary | £9,390 |
| Hours/weeks | 16 Hours per week / 41 Weeks per year |
| Closing date | 9am 13 th January 2025 |
| Proposed interview date | 22nd January 2025 |
| Anticipated start date | As soon as possible |

Job Summary

Undertake cleaning of designated areas within school premises. This will be following a cleaning rota with daily, weekly and term time components. Take responsibility for ordering cleaning supplies and coordinating the cleaning teams responsibilities.

Key Roles and Responsibilities

- Follow the cleaning daily, weekly and term time cleaning rota and school risk assessment.
- Supervise, monitor & undertake the cleaning of the school to the standard agreed by the governing body
- Supervise, train & motivate the cleaning team on a daily basis.
- Ensure the area being cleaned is safe for colleagues and students.
- Safe use and maintenance of cleaning equipment reporting any defects to machinery and buildings.
- To undertake the daily duties of opening and securing the school at the end of the day. This will involve locking up after lettings, including evenings & occasional weekends.
- As a nominated key holder you will be responsible for responding to occasion out of hours' liaison with security providers.
- To monitor and report any defects or health & safety concerns to the site manager in regards to the school buildings, fittings; fixtures and furniture
- Complete online training including COSHH and manual handling
- Undertake other duties as directed and commensurate with the grading of the role

PERSON SPECIFICATION

| | |
|------------------|------------------|
| Job Title | Lead Cleaner |
| Location | Elburton Primary |
| Grade | Grade B |

| Attributes | |
|---|--|
| Education/ Qualifications | Ability to follow instructions and guidance whilst working independently Experience of working within COSHH regulations is desirable however training will be given |
| Experience | Experience of working at a high standard to tight deadlines Full on the job training and induction programme will be provided and no previous knowledge, experience or qualification is required. |
| Skills/Knowledge / Aptitude/ | Judgement is required for identifying cleaning materials and methods dependant on surfaces and objects being cleaned and also to identify |

| | |
|-------------------|---|
| | <p>whether to move paperwork or other items in classrooms, offices or staff rooms.</p> <p>You will be required to utilise IT systems in order to process orders, and maintain communication with school leaders and your team members.</p> <p>Cover basic duties for the site manager in his absence e.g. holiday, this will include access for site contractors, builders and holiday clubs during school holiday periods and take control of the site mobile phone and deal with calls and issues that arise.</p> <p>General awareness required with short periods of concentrated attention when cleaning areas populated with colleagues or students.</p> <p>Ability to lone work is necessary and motivate and manage the task required accordingly, whilst being responsible for your own health and safety.</p> <p>Cover the lock up and unlocking of “lettings” during the school holidays.</p> <p>Complete all mandatory training regarding safeguarding, data protection and any other training required by the school.</p> <p>Be able to secure the building daily, ensuring all windows are shut and doors locked.</p> <p>Inspect and check all areas of the school following holiday club lets i.e. Hi Five/contractors</p> <p>The ability to work flexibly and respond to emergency cleaning incidents as they arise.</p> |
| Motivation | <p>Work within the requirements of the School’s Health and Safety policy, performance standards, safe systems of work and procedures.</p> <p>Undertake all duties with due regard to the Trust’s policies and processes.</p> |
| Physical | <p>Physical ability to move equipment and furniture such as chairs and desks in order to complete tasks</p> <p>General awareness required with short periods of concentrated attention when cleaning areas populated with colleagues or students.</p> |

Working for our Trust

By working within our Trust, you will be part of a team of people who want to make a difference in the lives of the children and communities we serve. Whether you are joining us

in a teaching capacity or a support service position, you will become vital in helping to shape the futures of the next generation for our city.

The Learning Academies Trust strives to be an employer of choice in the southwest. We are committed to developing our employees to their full potential and take great pride in the availability of learning and development resources for our staff. From training days to an extensive package of e-learning courses, you will have a wealth of opportunities available to develop your skills and experience.

Employee benefits



In January 2020, the Learning Academies Trust became the first education employer in Plymouth to achieve the Livewell Southwest Wellbeing at Work Bronze Award. The Trust is committed to supporting the wellbeing of all staff and is proud to work closely with official bodies to ensure we have a holistic approach to staff wellbeing.

As a Learning Academies Trust employee, you will have access to a growing list of benefits to support you both professionally and personally. Our benefit package includes:

- Free counselling services for personal or professional support
- Cycle Scheme
- Employee Newsletter
- Regular recognition awards
- DSE Eyecare scheme
- iHASCO online training courses
- Annual flu vaccination
- Annual health check
- Discounted gym membership

How to apply

If you believe you can demonstrate the dedication, skills and passion required, we look forward to receiving your application. Please click the link to submit your application form. Please note – we do not accept CVs. Completed applications should be submitted prior to the closing date.

Please note, the closing date is for guidance only. Successful applicants will be invited to interview at the earliest available opportunity. Learning Academies Trust reserves the right to close the vacancy early if a suitable candidate is found.

With 18 schools, we are regularly looking for passionate people to join our teams. If there are no vacancies currently, but you would like to register your interest for future vacancies, please join our talent pool and we will be in touch as soon as we have a suitable position.

