



# THE LEARNING TRUST

NURTURING • AMBITION • EXCELLENCE

**Post: Cleaner**

**Contract: Permanent**

Required as soon as possible

**Grade 2, SCP 2, Full Time Equivalent  
£22,366, £11.59 per hour**

**Part time, part year contract (43 week)  
Hours are flexible, Monday to Friday**

**Deadline : 9am  
Monday 23rd September  
2024**

**Welcome to  
The Learning Trust**

## CLEANER

**CLOSING DATE**  
Monday 23rd  
September 2024

Thank you for your initial interest in the above post. In this pack you will find detailed information about the post including a full Job description.

An exciting opportunity is available for the right candidate to join our busy cleaning team, to be predominantly based at Queen's Park High School.

The ideal candidate will have a background in cleaning, working as part of a team and cleaning designated areas to ensure that they are kept in a clean and hygienic condition.

On whichever site you are working, we believe that each of the Trust's schools are great places to work in. Results are strong (and improving), facilities are excellent, the students are highly motivated to succeed, and the schools are situated in great surroundings. Each of us is always striving to live by the values of each school and those of the Trust overall - namely "Nurture, Ambition, Excellence" and we do demand that all staff must be role models for those characteristics at all times.

I do hope, having read this pack, that you feel excited by the role and will apply early for this post. Please complete an application form, available from the 'Join Us' page of our website, together with a supporting letter of no more than two sides of A4, explaining why you believe you are the right person for the job.

The deadline for receipt of applications is 9am on Monday 12th August 2024 .

**We would encourage you to apply as soon as possible as the application date may close early if a high number of applications are received and a suitable candidate is found.**

Please email your completed application to: [recruitment@qphs.co.uk](mailto:recruitment@qphs.co.uk)

I really do hope that you are interested in applying for this post and I thank you in advance for all the work you will put into your application - I know just how much work it will entail!



Darran Jones  
**Chief Executive  
Officer**

# JOB DESCRIPTION



**Role: Cleaner**

**Responsible to: Site Team Manager**

## Main Responsibilities

- Undertake cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the designated areas (which may include toilets and shower area) and fixtures and fittings, using, where appropriate, powered equipment.

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

# ABOUT US



Our Trust exists to serve young people, to educate, enlighten and give them the expertise and confidence to succeed. Our values are displayed on this page. We believe that through them and through honest and open collaboration, higher standards will be achieved across the Trust.

TLT currently comprises three secondary schools - Christleton High School, Chester International School, and Queen's Park High School and one primary school - Belgrave Primary School - but discussions continue with the aim of expanding our offer to partners both local and international. Our offices are based at Queen's Park High School, Chester.

We believe that Chester and the North West offers a truly brilliant opportunity for education, business and quality of life, and it is our mission to further enrich this by providing an education service which is both diverse and outstanding.

I recognise the importance of listening to your views, ideas and proposals. Please feel welcome to call or email me at the Trust.



**Darran Jones**, Chief Executive Officer

## OUR CORE VALUES

- 1. Students are always first** - the prime consideration in all decisions will be the best interests and educational outcomes of current and prospective students.
- 2. Mutual benefit** - the interests of the Trust will always be combined with the interests of individual schools, seeking the very best and co-operating to share resources and success.
- 3. Inclusivity** - the Trust will welcome students of all backgrounds and abilities.
- 4. Freedom to innovate and make decisions** - optimum delegation to local Governing Bodies and individual schools commensurate with the Trust's statutory responsibilities and efficiency.
- 5. Excellence and learning** - every student will be supported and challenged to achieve their potential. All adults employed by and associated with the Trust will have and exhibit a 'learning mindset'.
- 6. Partnership** - the Trust will continually seek to work in partnership to achieve better outcomes for current and prospective students, and to improve education in the area.
- 7. Fairness** - all students and staff will be treated with fairness and parity whilst encouraging diversity and identity.
- 8. Integrity** - all those associated with the Trust will act with kindness, courtesy and integrity, in accordance with both school and Trust ideals and values.





## CHRISTLETON HIGH SCHOOL

*We are a highly successful school situated in the picturesque village of Christleton, with over 1,350 students on roll. The School serves a community of small villages and housing on the east side Chester, approximately three miles from the City centre. We are a school where the desire to learn is infectious and students of all abilities flourish. Everyone works hard to create a learning environment where all are welcome and diversity is celebrated. Consequently, academic standards at the school are very high and frequently amongst the highest in the region, thanks to: highly motivated staff; children who wish to learn and parents who support them.*

• **K Smith, Headteacher**



## QUEEN'S PARK HIGH SCHOOL

*I would like to wish you a very warm welcome to Queen's Park High School, a smaller than average 11-18 school, beautifully located to the south of the River Dee, in the heart of Chester. My name is Tom Kearns and I have the privilege of inheriting the outstanding legacy left by Miss Watterson, the previous Headteacher. Queen's Park is an ambitious, forward thinking school with a clear vision, which is to 'Inspire Individuals, Empower Minds and Define Futures'. We strive to provide the very best learning and personal development opportunities for every young person in our care, but we also strive to provide these opportunities with care too!*

- **T Kearns, Headteacher**



## CHESTER INTERNATIONAL SCHOOL

*Chester International School is a hub of technology, innovation and academic study which is unparalleled in its commitment to global and professional engagement. We offer extended field studies and our students can choose subjects and elective activities which really interest them and there are many opportunities for travel and adventure. As you explore what makes CIS unique, I encourage you to consider how you might fit in our dynamic community.*

- **K Brown, Headteacher**



## BELGRAVE PRIMARY SCHOOL

*Belgrave Primary School was opened in 1968 and was originally a one form entry primary school. It became an infant school in 1974 and returned to being a primary school in September 2008. Since 2008 our admission number has been 30 and we are a one form entry school. The school is attached to Westminster Park Community Centre which serves the local area. The school is well resourced with laptops and iPads in Key Stage One and Two in addition to desktop computers in the Key Stage Two workspace. All classes have interactive whiteboards. We have large practical "workspaces" outside the classrooms which are used for a range of lessons and activities including art, design and technology, Computing and group teaching.*

- **J Benton, Headteacher**



# OUR TEAM



**DARRAN JONES**  
CHIEF EXECUTIVE  
OFFICER



**LESLEY CARDING**  
CHIEF FINANCIAL  
OFFICER



**EUAN IMRIE**  
CHAIR OF TRUSTEES



**PHIL HILL**  
FACILITIES MANAGER



**SUZANNE WONG**  
COMPLIANCE &  
GOVERNANCE OFFICER



**LYNDSAY WATTERSON**  
IMPROVEMENT  
DIRECTOR



**DAVE HELSBY**  
DIRECTOR OF IT

## MEMBERS AND TRUSTEES

### Trustees:

Paul Carter  
Jean Charlton  
Nick Clarke  
Paul Heath  
Albert (Damian)  
Stenhouse  
Euan Imrie (Chair)  
Alex Makinson (TBC)  
Kayte Parlevliet

### Members:

Nick Crowther  
Andrew Evans  
Paul Heath  
Philip Hamilton

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*Applicants for all posts will be subject to vetting checks.*

*The successful candidate will be subject to stringent checks and induction processes including 'prohibition from teaching' and 'CRPS' checks.*

*An online search will also be carried out as part of due diligence on all short-listed candidates.*

*The ability to converse at ease with others in accurate spoken English is essential for the post.*

*We encourage applications from a diverse range of applicants.*

**CLOSING DATE**

Monday 23rd  
September  
2024

## Timetable for the Appointment

The selection committee will consider applications and candidates selected will be notified as soon as possible thereafter and provided with more detailed information including the necessary paperwork to bring to the interview.

## The Interview

During the interview process the applicants will be assessed to determine how they fulfil the requirements of the post and this will include a consideration of the applicant's suitability to work with children.

If the applicant is shortlisted, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

## How to Apply

In order to promote fairness and consistency amongst applicants, only application forms fully completed will be accepted (please refrain from using "please see attached CV" when completing sections of the form). You may wish to provide further information on a separate sheet where space is limited on the form. However, should you have a disability that prevents you from completing an application form, please contact the school for advice.

Incomplete forms or a form containing gaps in the information provided may be returned for completion before it can be considered.

Our preferred method of receipt is by email to [recruitment@qphs.co.uk](mailto:recruitment@qphs.co.uk)

Alternatively, applications can be posted to:

*HR Officer*  
Queen's Park Road,  
Handbridge,  
Chester,  
Cheshire,  
CH4 7AE

Please endorse the envelope with the post title.

## **The Rehabilitation of Offenders Act**

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2.5 years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.

This job is one of those to which the provisions of the above Act in relation to spent convictions, do not apply. Applicants must therefore disclose whether they have any previous convictions, whether or not they are spent.

Should an applicant have a criminal conviction, this will be discussed in confidence at interview. However only convictions that are relevant to the job in question will be taken into account. Failure to disclose any conviction could lead to an application being rejected, or, if appointed, may lead later to dismissal.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

## **Disclosure and Barring Service (DBS)**

Successful applicants will be asked to apply for a Criminal Record Check (Disclosure) from the Disclosure and Barring Service.

This job is subject to an Enhanced disclosure which provides details of all convictions held on the Police National Computer, including current and spent convictions as well as details of any cautions, reprimands or final warnings. If a job involves working with children, the disclosure will indicate whether information is held on government department lists. There is an additional level of check which also includes a check on local police records.

A copy of the Disclosure and Barring Service Code of Practice is available on request. Further information about the Disclosure scheme can be found at <https://www.gov.uk/disclosure-barring-service>

A copy of the school's Safeguarding Policy can be found here:

<https://www.christletonhigh.co.uk/uploads/files/safeguarding-and-child-protect-1943.pdf>





## Referees

References will only be sought for those candidates who are invited to attend for interview. Applicants should provide details of two referees on the Application form, one of whom must be your current or previous employer. These referees will be contacted prior to interview as part of the pre-appointment checks.

## Evidence of Eligibility to Work in the UK

In accordance with the requirements of the Immigration Act 2016, if you are invited to interview you will be required to produce evidence of your eligibility to work in the UK and you must bring original documents with you to the interview in the form of:

- A passport/national identity card confirming either British Citizenship or European Economic Area Nationality /or a valid work-permit to cover the role applied for or;
- A document from the Home Office confirming that you are allowed to work in the UK.

If you do not have any of the documents listed above you will need to discuss with the HR Administrator who will facilitate an alternative approach.

## Verification of Educational/Professional Qualifications

You will be required to provide evidence of any educational or professional qualifications necessary or relevant to the post you have applied for.

Originals or certified copies must be produced. When these are not available, written confirmation of the relevant qualifications should be obtained from the awarding body.

## Pre-Employment Health Declaration

All successful applicants upon offer of employment will be required to complete a pre-employment Health Declaration to ensure that they are both physically and mentally fit to carry out the role applied for. Health conditions should be declared to enable the consideration of reasonable adjustments.

*We welcome feedback on the quality and scope of our recruitment process.*

## Benefits

We offer a benefits package including:

- A Local Government Pension Scheme
- Cycle to work scheme
- Access to health and wellbeing support via the Employee Assistance Programme
- A discounted gym membership through the Brio Workfit Scheme
- Opportunity for training and further career development
- Free parking on site
- The Learning Trust honours continuous service (Redundancy Payments (Continuity of Employment in Local Government, etc. (Modification) Order 1999 (RPMO) within the education sector in regard to redundancy, maternity, sickness and holiday pay.

*We welcome feedback on the quality and scope of our recruitment process.*



<u>Criteria</u>	<u>Qualities</u>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Ability to read and write and carry out basic calculations in order to read instructions, write messages, dilute chemicals is essential.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Domestic/industrial cleaning experience is desirable.</li> </ul>
<b>Job Related Knowledge</b>	<p>Knowledge of:</p> <ul style="list-style-type: none"> <li>cleaning techniques,</li> <li>cleaning materials,</li> <li>electrical cleaning equipment (Hoover, buffer etc),</li> </ul> <p>is essential in order to clean interior of buildings to required standards, use/store materials and equipment safely.</p>
<b>Skills and Aptitudes</b>	<p>Ability to work on your own and prioritise your own workload.</p> <p>Ability to work as part of a team.</p> <p>A flexible approach to working arrangements in line with the duties of the post</p>



# THE LEARNING TRUST

NURTURING • AMBITION • EXCELLENCE