



Cleaner

Recruitment Pack

Part time – 15 hours per week

The Magdalen Church of England/Methodist  
Primary School

Part of the Lincoln Anglican Academy Trust

*'I am come that they might have life, and that they might have it  
more abundantly.'*

*St John 10:10*



# Schools serving their communities through Excellence, Exploration and Encouragement within the love of God



*Peace, Forgiveness, Friendship, Hope, Humility, Justice, Service, Compassion, Thankfulness and Trust – Our values*

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## Cleaner

LAAT G2 Point 11

Hours per Week: 18.03 (pro-rata 15hrs 39 weeks, 5 hrs x 8 during holiday to be arranged with Area Site Manager) Salary £7,204

Weeks per year: 39 working weeks plus 5hrs x 8 weeks in holiday

Required: 1<sup>st</sup> January 2022 – or earlier

The Magdalen Church of England/Methodist School are part of the Lincoln Anglican Academy Trust (LAAT). LAAT is a multi-academy trust formed by the Diocese of Lincoln. We are a growing and thriving family of schools who are dedicated to providing an excellent education for pupils across Lincolnshire. We place a strong emphasis on continued development. The relationship with the Trust brings great strength to all schools and enhances CPD opportunities for all staff.

We have a vision to be an aspirational school delivering excellence in learning by being creative, inclusive, grounded in Christian faith and preparing children for life.

We aim to be a school where every individual in our community knows they are treasured and loved as a unique child of God. We live out our Christian faith and values in every activity and relationship to ensure that our Children have a zest for learning and a love of life. Our curriculum is creative, rich and coherent and makes learning stimulating, meaningful and relevant. Our staff are skilled, creative, reflective and collaborative practitioners and this enables our pupils to embrace the future with hope and confidence.

We recognise the importance of engagement with home and encourage all of our parents to be active partners in their children's learning and also in the life of the school. Individuality and diversity is celebrated in our school and with this underpinning our ethos our children are able to learn confidently; they can experiment, make mistakes and have the confidence to try again

Our school is one where everyone is valued and encouraged to take an active role in our school community. We believe positive role models and strong, supportive relationships help children feel safe and secure enough to take the risks necessary to learn. The skills, knowledge and dedication of all of our staff and community volunteers help to enthuse and motivate our children to achieve their very best and we provide a varied and exciting curriculum tailored to the needs and the interests of the children.

We are seeking to appoint an experienced Cleaner to support the school.

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The successful candidate will need to have good communication and interpersonal skills, high expectations and a real commitment to achieving the very highest of standards.

Applications are welcomed from candidates who can demonstrate that they:

- Have experience of learning in a work or domestic environment
- Have experience of working in a school environment
- Have good interpersonal skills and are a good team member
- Share the schools aims and values
- Recognise the importance of safeguarding
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In return we can offer you the opportunity to be part of our happy, successful and ambitious schools. We have an excellent staff team, wonderful children and a supportive school community.

Visits to our school are warmly welcomed and encouraged.

Application packs are available from our Business and Operations Partner Rachel Street at [rachelstreet@laat.co.uk](mailto:rachelstreet@laat.co.uk)

For further information, an informal discussion or to arrange a visit, please contact Mrs Rachel Street (School Business and Operations Partner) [rachelstreet@laat.co.uk](mailto:rachelstreet@laat.co.uk) or Paul Smith (Area Site Manager) at [paul.smith@magdalen.lincs.sch.uk](mailto:paul.smith@magdalen.lincs.sch.uk)

Completed application forms should be sent to Rachel Street at [rachelstreet@laat.co.uk](mailto:rachelstreet@laat.co.uk)

CLOSING DATE FOR APPLICATIONS: 12pm Friday 3<sup>rd</sup> December 2021.

INTERVIEWS: W/C 6<sup>th</sup> December 2021

START DATE: 1<sup>st</sup> January 2022 earlier if possible

***The Trust promotes diversity and wants a workforce which reflect Christian Values. Applications are welcome from all, irrespective of gender, sexuality, race, religion, marital status, age, or disability.***

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will require the successful applicant to undertake an Enhanced criminal record check via the DBS.***

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## Welcome from the CEO

The Lincoln Anglican Academy Trust is a unique organisation that celebrates the individuality of every school whilst promoting an uncompromising belief in the power of collaboration and distinct Christian ethos to support all pupils and staff to be the best they can be.

Established as a multi-academy trust by the Diocese of Lincoln in 2013, we've grown to serve 16 academies across three local authorities of Lincolnshire, North Lincolnshire and North East Lincolnshire.

You will be joining a well-established and successful trust - ready to support your development. As a trust, we work closely with our schools to provide high quality central capacity (around school improvement, HR, finance and health and safety) so that you can focus on the things that matter most – creating inspiring, inclusive and nurturing learning opportunities that will empower true transformation.

Within LAAT, we have a shared vision that schools serve their communities through excellence, exploration and encouragement within the love of God. For colleagues and I, this represents a personal and collective commitment, that every child and adult is supported to realise their full potential. Our commitment to our communities is resolute.

In joining, you will find an organisation that is purposeful, determined and impassioned in its obligation to drive lasting impact. We invest in our team members, support aspiration and provide development pathways that you are unlikely to find anywhere else.

I would like to thank you for your interest in this exciting opportunity and hope you're inspired to join us.

Jackie Waters-Dewhurst

Chief Executive Officer

For more information about the Trust or the School please see links below.

[www.thelaat.co.uk](http://www.thelaat.co.uk)

<http://www.magdalenwainfleet.co.uk/academy-2/>

### **Job Description – Cleaner**

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**Grade: 2**

**Responsible to: Site Manager**

**Core Purpose**

Working as part of the premises team, the cleaner will assist to carry out a range of duties to ensure cleanliness of the site and premises.

**Key Tasks and Responsibilities**

Undertake cleaning of allocated areas in line with specified standards and as directed.

Operate / use domestic and industrial cleaning equipment and materials, following appropriate training.

Store allocated equipment and materials safely and securely.

Perform duties in line with health and safety regulations and take action where hazards are identified.

Report serious hazards to line manager immediately.

Collect and dispose of waste.

Refill and replace soap, towels and other materials as needed.

To be a key holder for the school premises where required.

Be a flexible member of our Academies team, undertaking additional duties/hours/responsibilities that may arise occasionally.

To carry out all duties in a safe manner and in line with current school policies and procedures.

To present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.

To perform, in accordance with any directions, which may reasonably be given to you by your Line Manager or Headteacher from time to time, such particular duties as may reasonably be assigned.

**Other**

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of

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the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

The postholder is required to carry out the duties in accordance with LAAT Equal Opportunities policies.

The postholder is required to carry out the duties in accordance with the LAAT Health and Safety policies and procedures.

All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Academy Safeguarding Policy. In addition, employees working with children have a responsibility to safeguard and promote the welfare of during the course of their work.



### **Person Specification**

Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application paperwork, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criterion through reference to your work or relevant experience.

<b>Training/Qualifications/Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of domestic or other cleaning	*	
Relevant Qualification in relation to health and safety or control of substances (COSHH)		*
Experience of working in a team		*

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Experience of or training in manual handling techniques		*
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### Professional knowledge and understanding

Knowledge of working practices, equipment and materials in relation to cleaning	*	
Understanding of Health and Safety standards		*
Understanding of hygiene standards	*	
Awareness of the importance of record keeping	*	
Experience of working in a similar post.	*	

### Safeguarding Children

Current Safeguarding Training		*
Enhanced DBS Clearance	*	
Awareness of the importance of safeguarding and promoting the welfare of children	*	
A commitment to maintaining up to date knowledge of child protection legislation and guidance	*	

### Personal and Professional Skills and Attributes

Ability to communicate clearly	*	
Working with initiative and ability to work without supervision	*	
Able to follow instructions and seek clarification where needed	*	
Willingness to undertake further training and development to meet the needs of the role	*	
Willingness to follow the Trusts safeguarding procedures and recognise when to report any concerns	*	
Has high standards and demonstrates them through high quality work.	*	
Demonstrates a strong work ethic and excellent organisational Skills.	*	

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**Approach to work** – candidates should:

Have flexibility to changing demands as needed	*	
Prioritise as required to meet the demands of the role	*	
Have attention to detail	*	

**Behaviour Competencies** - Candidates should:

Be respectful and able to act with tact and diplomacy	*	
Be empathetic and demonstrate an awareness of the differing needs of colleagues and pupils	*	

**Our commitment to you**

We believe that all our Schools are fantastic places to work. Our commitment to you is important, throughout the recruitment process and beyond. Our culture is one of development, equality, and consistency. We aim to demonstrate this through the below:

- Transparency – we will treat you with respect, honesty and fairness.
- Protecting your privacy – we will ensure your information is secure and handled sensitively and in line with our Privacy Policy for prospective staff.
- Showcasing talent – we'll provide a good opportunity for you to share your skills, experience and potential.
- Feedback – we will provide constructive feedback professionally.
- Listening – we welcome feedback.

We hope to ensure that you have a positive experience throughout the recruitment process by:

- Providing you with clear, accurate and timely information.
- Giving you the opportunity to ask questions – and providing you with answers.
- Following a fair assessment process.

Please see link to our privacy notice for prospective candidates

<https://www.thelaat.co.uk/blog/?pid=9&nid=2>

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## Where to find us

### Address

The Magdalen Church of England/Methodist Primary School, Magdalen Road,  
Wainfleet, Skegness, PE24 4DD

### Telephone

01754 880971

### Email

[rachelstreet@laat.co.uk](mailto:rachelstreet@laat.co.uk)



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