

Cleaner  
Application Pack  
Dame Dorothy Primary  
School



Northern  
Lights  
LEARNING TRUST





# Northern Lights



We are a Multi-Academy Trust currently comprising ten schools – primary and secondary – and over 4,200 children and young people in an area stretching from Teesside through to Wearside.



We are a Teaching School Hub, one of 87 DfE centres of excellence for teacher training and development, focused on some of the best schools and multi-academy trusts in the country.



We are an Early Years Stronger Practice Hub, set up by the DfE to provide advice, share good practice and offer evidence-based professional development for early years practitioners.

## OUR SCHOOLS



**Benedict Biscop CE Academy**  
Sunderland



**Dame Dorothy Primary School**  
Sunderland



**Grange Primary School**  
Hartlepool



**Hart Primary School**  
Hartlepool



**Holley Park Academy**  
Washington, Sunderland



**Ian Ramsey CE Academy**  
Stockton-on-Tees



**St Aidan's CE Academy**  
Darlington



**St. Helen's Primary School**  
Hartlepool



**St. Peter's Elwick CE Primary School,**  
Hartlepool



**Venerable Bede CE Academy**  
Sunderland

Every Northern Lights school has its own values and its own vision and that's really important to us because all of our schools are there to serve our community but equally, our Trust is there to serve each other.

We do that with humility and with an openness because at Northern Lights it's not all about the academic – that is really important to us – but we know, as a Trust, we are successful if we have ensured that in an holistic way our children and young people have had every opportunity to experience, to flourish, to thrive, to understand the wonder and the joy of the world around them.

– Jo Heaton OBE, Chief Executive, Northern Lights Learning Trust



## Welcome from the CEO

Thank you for your interest in the position of cleaner within Northern Lights Learning Trust.

We are a growing Multi-Academy Trust that is currently made up of 3 secondaries and 7 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 4200 pupils and employ over 550 members of staff and serve a diverse range of schools and communities. Each of our schools have their own individual ethos, values and vision, which sit together as part of our Northern Lights vision of 'Shining Together and Stronger Together'. As a CofE MAT, our schools are a mixture of Church and non-Church schools that range in size and levels of disadvantage. We see this diversity as a real strength to learn from and work with each other.

As a Multi-Academy Trust we are at the heart of the current educational landscape, as a designated DfE Centre of Excellence as a Teaching School Hub and DfE Early Years Hub, responsible for teacher development across all ages and phases of education, working with over 300 schools. We are collaborative in our approach and value professional development highly in all we do.

We seek to be an employer of choice, with 100% of staff satisfaction in our latest survey, '*I am proud to work for a forward-thinking Trust who put people development at the heart*'. We seek to support our staff to develop and thrive.

We are looking for someone whose values align with us as a Trust and has the drive and ambition to work collaboratively to provide the best opportunities and outcomes for our young people.

We look forward to receiving your application.

Yours faithfully

Jo Heaton  
Chief Executive Officer



## Welcome from the Headteacher

Thank you for your interest in joining the team at Dame Dorothy Primary School!

Dame Dorothy Primary School is a vibrant and caring setting. We are passionate about providing high quality education and are always exploring new ways to make learning exciting and impactful for our pupils.

We are part of the Northern Lights Learning Trust who are a dynamic and expanding trust, we provide numerous opportunities for collaboration, professional growth, and the chance to work across different educational phases.

We are looking for enthusiastic individuals who share our values and are eager to make a positive difference in the lives of young people. If you are innovative, dedicated, and committed to creating an exceptional learning environment for children, we would love to hear from you.

At Dame Dorothy we place the children in our care at the heart of all we do. We expect all adults who work in our setting to follow our ethos and values.

Please find attached more details about the vacancy. If you would like to discuss the role further or arrange a visit to our school, please do not hesitate to get in touch.

Yours faithfully

Ian Williamson

Headteacher

# CLEANER

Permanent position required for Dame Dorothy Primary School

NJC SCP 2 (£23,656 FTE)

(£5613.33 pro rata actual salary)

10.5 hours per week, term time only, additional hours available during the school holidays

Dame Dorothy Primary are looking for a cleaner to work as part of our existing housekeeping team. The suitable candidate should be enthusiastic, organised and welcoming. The role entails creating a hygienic and safe environment for all staff and pupils. You will work closely with the cleaning team and under the supervision of the Business Manager. Experience of working in a school environment is advantageous however not essential for this role.

The successful candidate should have:

- Experience of working in a cleaning role
- Excellent communication skills
- A positive attitude, flexibility and adaptability
- High expectations
- Work well as part of a team

### **In return you will receive:**

- A supportive working environment that puts people at the heart of the organisation
- The opportunity to work as part of a growing Trust and shape this role
- Continuous professional development
- A range of Trust initiatives that improve wellbeing. Current initiatives include an annual wellbeing day.
- National Terms and Conditions of Employment
- Teachers' Pension Scheme/ Local Government Pension Scheme

### **Employee welfare package through Education Mutual including:**

- 24-hour GP access
- Nurse support service
- Mental health services, including stress management, mental health first aid training and bereavement support
- Free Flu vaccinations
- Counselling Services
- Physiotherapy
- Financial wellbeing coaching
- Maternity and Paternity support
- Menopause support
- Access to useful wellbeing resources

### **Employee benefits package through Vivup including:**

- Cycle to work scheme
- Lifestyle savings including discounts on shops, food and drink and days out



## HOW TO APPLY:

Applications should be submitted online through your Every portal or if you prefer you can submit through post to Recruitment, Northern Lights Learning Trust, Spectrum Business Park, Lighthouse View, Building 2, Seaham, SR7 7PR

Applications will only be considered on receipt of an application form, CV's and other forms of application will not be accepted. For further information, or if you would like to arrange a visit to the school, please contact us on 0191 2505525

Closing Date: 1<sup>st</sup> May 2025 at 9am

Shortlisting Date: 2<sup>nd</sup> May 2025

Interview Date: W/C 5<sup>th</sup> May 2025

Details of the Trust can be found on the Trust website: <https://northernlights.education/nllt>

Details of the School can be found on <https://www.damedorothy.org.uk/>

## JOB DESCRIPTION

Post: Cleaner

Responsible to: Business Manager

Responsible for: Keeping the school clean and safe.

Salary band: NJC SCP 2

Start date: As soon as possible

### **Purpose of Job**

Under the direct instruction of the Head Teacher/Business Manager and working to set procedures and guidelines, to ensure that designated areas of the school are kept clean, hygienic and safe to create a suitable environment for staff and pupils.

### **TASKS:**

#### **RESPONSIBILITIES:**

- Wiping down surfaces to the required standards
- Vacuuming carpeted areas to the required standards
- Dusting surfaces to the required standards
- Sweeping hard surfaces to the required standards
- Emptying bins to the required standards
- Cleaning toilets, basins and sinks to the required standards
- Mop and bucket floor areas, and buff floors
- Use of step ladders to clean up to a height of 8 feet
- Closing of the school alongside the housekeeping team

#### **MATERIALS/SUPPLIES:**

- Notify school office where stocks are low
- Ensure correct materials are used, awareness of COSHH as it applies to schools

#### **HEALTH & SAFETY:**

- Follow agreed risk assessments
- Ensuring cleaning materials are safely stored, and are not accessible to children
- Ensuring that cleaning materials are kept in safe and appropriate containers (i.e. clearly labelled)
- Alerting appropriate staff of potential Health & Safety risks encountered during duties (e.g. trailing wires, worn carpet etc.)

#### **OTHER:**

- Participate in training and other learning activities as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory
- Safeguarding
- Undertake First Aid duty as required to support the Academy. Undertake regular First Aid training as required



The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

## PERSON SPECIFICATION CLEANER

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>APPLICATION FORM</b>	1. Completed application form		Application
<b>QUALIFICATIONS AND TRAINING</b>	2. Basic skills/induction 3. Willingness to participate in relevant training and development opportunities 4. Child Protection training 5. Awareness of PPE 6. Hold or be willing to undertake a certificate in First Aid	1. COSHH training 2. Health & Safety training 3. The Support Work in Schools VQ (SWIS) 4. NVQ Level 1 in Cleaning	Application
<b>EXPERIENCE</b>	7. Previous cleaning experience 8. Experience of working as part of a team	5. Experience of working in an Academy environment	Application
<b>SKILLS AND KNOWLEDGE</b>	Ability to: 9. ensure that areas are cleaned to the highest standards at all times 10. maintain Health & Safety standards at all times 11. ensure equipment is cleaned, maintained and stored correctly 12. have a flexible attitude to work	Knowledge of: 6. Child Protection 7. Equal Opportunities and recognising the nature of the diverse Academy community 8. Ability to use heavy cleaning equipment e.g. large ride on cleaning machine, buffer, scrubber	Application Interview

	<ul style="list-style-type: none"> <li>13. work independently and use initiative, while being part of a team</li> <li>14. work effectively within a team environment</li> <li>15. build effective working relationships colleagues</li> <li>16. promote a positive ethos</li> <li>17. maintain high standards of cleanliness</li> </ul>		
<b>PERSONAL AND PROFESSIONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>18. Good timekeeping</li> <li>19. High standards and expectations</li> <li>20. Friendly, approachable and professional manner</li> <li>21. To be reliable and responsible with a flexible approach to work</li> <li>22. Good attention to detail</li> </ul>		Application Interview
<b>OTHER</b>	<ul style="list-style-type: none"> <li>23. Recommendation from both referees</li> <li>24. Fully enhanced DBS clearance with children's barred list check</li> </ul>	<ul style="list-style-type: none"> <li>9. Strong recommendation</li> </ul>	References Enhanced DBS certificate

**References:**

References will be requested prior to interview, unless there are exceptional circumstances, and the applicant does not give consent to do so on the application form. Please contact us to discuss further if you do not consent.

**DBS:**

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

**Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.****Safeguarding:**

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. To fulfil this responsibility effectively, all professionals should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

**Pre-employment occupational health:**

Pre-employment occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required. In some circumstances, an appointment with Occupational Health may be required to assess fitness for the role.

**Equal opportunities:**

Northern Lights Learning Trust are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.