Melton Vale
SIXTH FORM COLLEGE

JOB APPLICATION PACK

Cleaner Supervisor

Salary: Scale 3 (£26,427 pro rata, £9,671 actual per year)

Contract: Permanent, part time, term time only plus 2

Working Hours: 15 hours per week, 6am – 9am Monday to Friday. (Working pattern can be negotiated with successful candidate)

Closing Date: Monday 26th October 2026 at 9am

Start Date: As soon as possible

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Welcome from the Head Teacher

Dear Applicant

Thank you for your interest in Melton Vale Sixth Form College and our recently advertised post of Cleaner Supervisor.

Choosing an institution where you find a fit in terms of ethos and values is key to thriving in a role. Having joined MV16 in April 2023, I am incredibly proud to have joined a strong community of passionate and committed staff who work together to support a caring and ambitious student body. Judged Ofsted outstanding in March 2023, we provide a top-class A level education for the students of Melton Mowbray and the surrounding counties. Specialist A level teaching staff, superb purpose-built facilities, a diverse and broad curriculum, and expert support are the cornerstones that we provide for our cohort of approximately five hundred young people. However, as an outstanding college, we are not complacent. We strive to maintain the highest standards across every aspect of college life, ensuring our environment is clean, safe, and welcoming for students, staff, and visitors alike.

The Cleaning Supervisor works within the cleaning team and alongside the site team, and the function sits within the broader Business Support Team, which is led by the College Business Manager. The team delivers all non-educational functions, including operations, facilities, admissions, finance, marketing, HR, governance, and SLT support. We work collaboratively with teaching staff to ensure we provide a first-class educational environment for our young people.

The role would suit someone with experience in cleaning operations, team coordination, or supervisory roles, ideally within an educational or commercial setting. You will be responsible for leading the daily cleaning operations, maintaining high standards of hygiene and presentation across our site, managing cleaning supplies, and supporting the training and development of team members. You will need to be comfortable using standard cleaning equipment and following Health & Safety guidelines, including COSHH procedures (training will be provided). The successful candidate will be able to contribute to the wider remit of the Business Support Team by being approachable, reliable, flexible, and having a positive, 'can-do' attitude Alongside wanting the best for our students, we also want you to grow professionally while you are with us. We operate a growth model where individuals steer their own professional development in a direction of your own personal interest. Additionally as part of the Nova Education Trust there is a strong network of specialists available for support.

If you would like an informal chat about the role please contact our College Business Manager, Samantha Newark on 01664 504750 or email snewark@mv16.org.uk and I would be happy to set that up. Otherwise, I look forward to receiving your application and thank you for taking the time to complete it.

Dr Nicki Dartnell
Head Teacher

Job description

Department/Faculty: Business and Operations

Responsible to: Business Manager

Purpose

To work closely within the Business and Operations Team:

- To set and oversee the work of the cleaning team, undertaking general cleaning duties alongside colleagues.
- Setting expectations to ensure a high standard of cleanliness and hygiene is retained through the college. Review practices and procedures to ensure an effective and efficient service.
- Work in conjunction with the Business Manager and Premises Officer to ensure risk assessments are in place for tasks and hazardous substances.
- Ensure sufficient stocks of products are in place undertaken routine reviews of effectiveness and selection of appropriate products when required.
- To be a key holder for ad hoc cover in the event of an absence of the site staff

Relevant qualifications

5+ A*-C / 4 to 9 including English and Maths.

Key responsibilities

- Develop and maintain schedule of cleaning works, allocation of required tasks to team members and overseeing the completion of cleaning records
- Support the team to maintain health and safety compliance
- Be a named first aider, undertaking the First Aid at Work qualification
- Cleaners will be required to use electrical and mechanical equipment, floor polishers etc when necessary and after appropriate training
- Induct new team members and ongoing training of existing team members
- Monitor and review of the cleaning service, developing approaches where required
- To use step ladders when necessary and with due regard to Health and Safety
- Cleaning colleagues are required to use cleaning materials approved by the Business Manager only and in accordance with the manufacturers printed instructions and COSHH regulations
- To be responsible for the care of all cleaning equipment assigned to them
- To undertake cleaning duties in any area of the premises as required
- Maintain stocks of cleaning products and equipment
- Work with the Business Manager to set the schedule and priorities for the summer deep clean

Generic Requirements:

- It is a requirement of all posts within the College that Health and Safety requirements are upheld in the performance of duties.
- Cleaning staff are required to wear protective clothing given to them whilst on duty and additionally should wear footwear suitable for the work being carried out
- All employees of the College are required to uphold the Equality and Diversity Policy and the College's Code of Conduct
- All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies

This job description is not a complete description of the role, as you are required to undertake any other reasonable duties within the level of responsibility and grading of the post as directed by the Head of College.

Person specification

	Essential	Desirable
Qualifications	• 5+ A*-C / 4 to 9 including English and Maths	
Experience	• Experience of working as a cleaner	• Previous supervisory experience
Skills/ Knowledge	• A good understanding of health and safety • Excellent communication skills • Ability to motivate others by example • ICT literacy • Basic knowledge of COSHH (Control of Substances Hazardous to Health) regulations	• Previous experience in a similar role within an educational setting
Personal Qualities	• A commitment to maintaining high standards of cleanliness and hygiene • Enthusiasm for contributing to a positive and supportive learning environment	

Application details

Application forms

These can be accessed from the college website www.mv16.org.uk. Wherever possible, please provide email addresses for your referees.

How to apply

Candidates should apply for this role through our website at www.novaeducationtrust.net/careers. Wherever possible, please provide email addresses for your referees. Click on the 'Apply' button and follow the instructions to upload Nova's application form and complete the online equal opportunities monitoring form*.

* *The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*

The closing date for applications is **Monday 26th October 2026 at 9am.** We reserve the right to close this campaign sooner should we receive an early application from a suitable candidate.

Interview

Interviews will take place within the week following the closing date. If you have not heard from us within two weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

Melton Vale Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior consent.

Child Protection statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. The procedures contained in this policy apply to all staff, volunteers and governors and are consistent with those of Nottinghamshire Safeguarding Children Board (NSCB).

Equal opportunities

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all colleagues.

Our commitment is to treat every individual how they would like to be treated. This is so that you experience a sense of inclusion, feel respected, valued, safe, trusted, and that ultimately, you belong.

If you would like to discuss any accessibility requirements for the recruitment process or the role, please contact **hr@novaeducationtrust.net** and we will be happy to discuss.

How we monitor recruitment

On application we will ask you to fill in an anonymised form which indicates your protected characteristics. This is you helping us to achieve our equal opportunities commitments.

We analyse Equalities information to look at trends and to see if our diversity initiatives are having an impact across our recruitment processes. Your data will help us measure our progress and understand where we need to act.

All Equalities data is anonymised and will be kept separate from your application form and will not be forwarded to the interview panel should you be selected.

About MV16

Melton Vale Sixth Form College (MV16) is an Ofsted 'Outstanding' rated post-16 facility located on Burton Road in Melton Mowbray, Leicestershire.

Ethos

MV16 has a very clear and distinctive ethos. We believe that through continually reviewing and reflecting upon every aspect of our work we provide students with transformational educational opportunities. Melton Vale is committed to setting a climate for learning that allows all learners to thrive. In turn, a learning community that thrives on mutual understanding, respect and care is commonplace, with everyone keen to be a part of a college which allows learners to embark on a journey that is ambitious, stimulates them intellectually, develops them socially and is personally transforming as they plan for their next steps into adulthood.

To realise that, we encourage staff to be creative, independent and ambitious. We expect them to challenge and inspire our students, providing them with the motivation and support necessary to achieve their full potential. We provide tailored CPD to support staff to fulfil their role and regular "Growth" conversations are had with line managers to ensure that staff are developing their expertise.

We value commitment, independence and courtesy from all our students. We demand the very highest standards and in return we value and respect their ideas and opinions. Through our Student Union, Student Reps and Inclusivity Forum students at Melton Vale Sixth Form College have an active and important role in developing and improving their college.

Our Strategic Plan focuses on our people (students, staff and parents) being at the heart of our vision and critical to our long-term success. We have an ongoing programme of stakeholder feedback and review which consistently confirms that our people feel MV16 is a great place to work and study. This is supported by our low teaching turnover.

Locality

Melton Mowbray, nestled in the heart of Leicestershire, is a charming market town with a rich history and a vibrant present.

Boasting a picturesque landscape and a strong sense of community, Melton Mowbray offers an inviting atmosphere for individuals seeking both professional opportunities and a high quality of life.

Renowned for its famous pork pies and Stilton cheese, the town is also home to a diverse range of industries, including food production, agriculture, and manufacturing. With a thriving local economy, Melton Mowbray emerges as an appealing destination for homebuyers, not only for its cultural charm and scenic landscapes but also for its affordability in the housing market. The town's excellent schools, recreational facilities, and cultural events further contribute to its allure, ensuring a well-rounded lifestyle for residents.

Achievement

At Melton Vale Sixth Form College, we believe that examination success allows our students to make the very most of their lives and student achievement is at the very heart of everything we do.

We have developed a curriculum designed to challenge and engage students, offering them the very best preparation for examination success and the skills and confidence required to make full use of those qualifications.

We have an excellent track record and our pass rate typically sits at or just below 100%. Students regularly secure places at Oxford, Cambridge and Russell Group Universities alongside several securing prestigious Degree Apprenticeships with companies such as Dyson and KPMG.

Pastoral

At Melton Vale Sixth Form College we pride ourselves on the quality of care, guidance and support given to individual students. Students benefit from their own personal tutor who will monitor their progress, achievement and approach to learning on a regular basis offering one-to-one support. This system provides students with the care they need whilst allowing them to nurture friendships and develop a strong sense of community.

There are regular updates of students' progress through termly reports and Progress Reviews and all teachers play a part in these.

We are a caring community and the health, happiness and well-being of students underpins our overall ethos and philosophy.

Curriculum

We offer a wide variety of A level courses, ranging from the traditional facilitating subjects to courses not normally available in secondary college, such as Textiles and Product Design. In addition, we offer a small number of complementary BTEC courses.

Welcome from the Head Teacher

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Dr Nicki Dartnell
Head Teacher

Welcome from the CEO

Dear Applicant,

Thank you for your interest in working at the heart of **Nova Education Trust**. I hope that you will find this pack useful and informative in helping you to find out more about our organisation and to complete your application.

Since 2011, Nova Education Trust has successfully supported schools of all phases to secure improved educational standards. Over the last few years, our organisation has undergone a significant transformation and is unrecognisable culturally, educationally, financially and in governance terms from the organisation it was pre-2021.

Educationally, we go from strength to strength. 94% of our academies are now judged by Ofsted as Good or Outstanding, compared to 47% that weren't when they joined us. Nova's KS2 SATs performance is strong whilst Progress 8 and 5+ EM across all of the schools is currently ranked as one of the highest in the region. We are highly valued and respected by the DfE, the Local Authorities and other local trusts. This is testament to our brilliant pupils, staff and the communities that we serve. Our trust support and governance is strong and has been externally recognised as amongst the best in the sector and our organisation is financially stable. We understand and we believe that schools belong to their communities — the mission is the same, but the vision may look different in our range of contexts and settings.

We are committed to our vision, values, ambitions and principles, and we are determined to achieve our mission of creating transformational schools. We are looking for a talented and inspirational leader who is committed to transforming the lives of our learners, with the imagination, passion and experience to support and challenge us to even greater things in the service of our young people.

Nova Education Trust is an organisation that trusts and empowers its staff. Front and centre to this is our commitment to well-being and engagement because we believe in enabling people to be at their best. We are changing the way we support people to grow and develop, through 'coaching, not telling' — we now have over 150 professionally-trained coaches in the organisation and we have plans to train all middle and senior leaders. We think it's essential that colleagues can access excellent professional development and progression pathways which suit their individual needs. We pledge to lead the way with Diversity, Equity and Inclusion in our organisation. We will introduce new and innovative ways to increase the diversity of our workforce and continue to strive for an inclusive culture in which people have a voice and can contribute, feel a sense of belonging and are able to be themselves.

It is such a pleasure and privilege to lead such a talented group of staff who are forever looking for new and innovative ways to make us even better, each and every day. I am so proud of what we have achieved so far but I know that we can do even better, despite the challenging educational landscape that we find ourselves in. We have a highly skilled, experienced, dynamic and diverse board. They are so supportive yet professionally challenging and there is a great synergy and trust between the board and the executive team.

If you have got a sense of humour, drive, energy and enthusiasm to make us even better then we'd love to hear from you. This is a fantastic opportunity to join a values-driven trust at an exciting stage in our development.

Further information can be found at **novaeducationtrust.net/careers**.

A. Rahman

Ashfaq Rahman
Chief Executive Officer

About Nova Education Trust

As a cross-phase Multi Academy Trust, we create compelling school cultures where all are motivated to aspire and grow.

We establish aspirational, purposeful, celebratory and inclusive learning cultures for pupils, staff and our wider community.

We are committed to excellence; we are confident about our future and determined to achieve our aims.

Our mission is to create transformational schools.

Our family is currently made up of 19 academies (six primaries, 12 secondaries and one sixth form college), which includes our two partner schools in the Madani Schools Federation in Leicester.

The trust is growing and has plans to expand into other areas and regions in the very near future.

We also run a successful School Centred Initial Teacher Training (SCITT) programme making us a key player in the region by developing new teachers and providing training and development programmes for existing teachers and support/operational staff throughout their careers.

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Our values

We work with **honesty**, **integrity**, **humility** and **professionalism**.

We **trust** and are **loyal** to each other — we demonstrate a selfless commitment in all that we do.

We **innovate** and **influence** — we create opportunities for sharing and learning, and we pioneer civic collaborations.

We all **learn** together in our **vibrant**, **creative**, **diverse** and **inclusive** family of schools.

We are highly **ambitious** — staff and learners believe through **kindness** and **hard work**, all can succeed and grow.

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Our principles

Excellence: We will always aspire for excellence in all that we do by showing courage, heart, determination, hard work and discipline. We want excellence to become a habit.

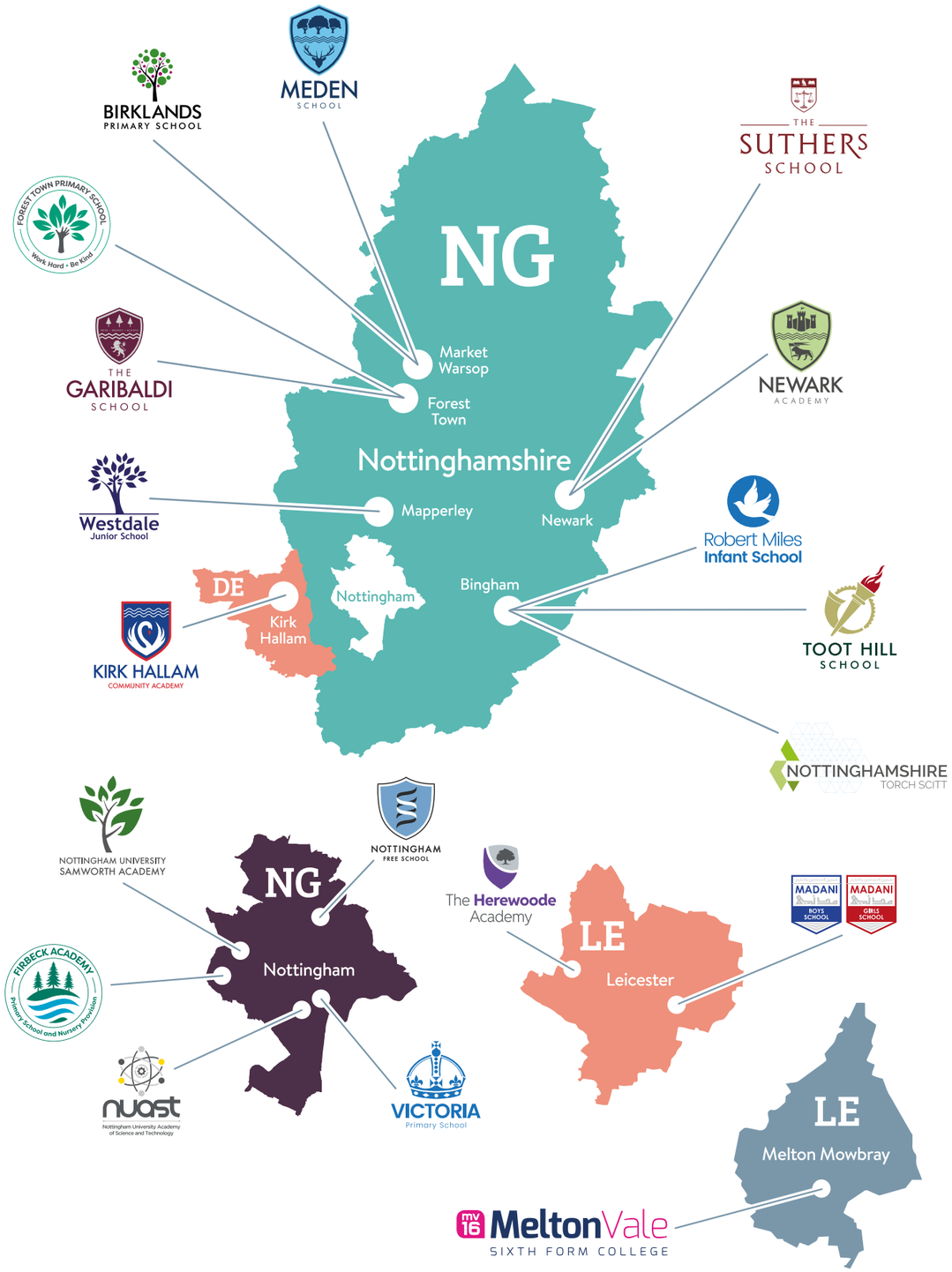
Partnership: By listening to our whole communities, opening conversations and providing opportunities for everyone's voice to be heard.

Expertly trained and professional staff: By investing in the professional development of all our staff so that they become experts in their professions.

Trust and empower all staff: By demanding that we act with honesty, integrity, clarity, rigour and simplicity in all that we do.

Focus on learning: An exceptional curriculum and highly effective pedagogy at the heart of all that we do, ensuring our strategy is evidence informed.

Our family



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Our central team

We employ a skilled cohort of colleagues to provide specialist support to our family of schools to enable them to be operationally sound and to provide capacity for them to focus on teaching and learning and leadership development.

Our central team is based at the University of Nottingham Innovation Park (UNIP) on the Jubilee Campus as the central hub of all of our schools.

The Executive Leadership Team, with the CEO, meet weekly to support the development and improvement of the trust and deliver three Head Teacher training and briefing sessions as scheduled throughout the academic year.

We employ circa 40 colleagues across the **central team**.

We pride ourselves on our vibrant and dynamic team and foster a sense of collaboration and connectedness through our daily interactions, weekly briefings and our purposeful and deliberate Away Days.

We operate an informal hybrid model of working, which includes working on-site from the head office, school visits and remote working through our Dynamic Working Policy.

Supporting our colleagues

We're proud to offer an exciting, dynamic and collegiate place to work. Our colleagues are dedicated to having an impact and they make a lasting difference to the lives of our children and young people.

We nurture a culture within our trust where everyone feels respected, valued, safe, trusted and ultimately have a sense they belong. We feel, it's that sense which enables people to be their best selves, to grow and succeed as highly competent professionals and add transformational value.

We put well-being and engagement front and centre:

- You'll have access to regular check-ins with your line leader, to discuss how things are going and to talk about what's important to you.
- You'll have opportunities to directly influence trust plans for well-being and engagement.

We develop leaders who:

- Actively listen, communicate clearly, invest time in coaching and nurturing talent, and recognise your contributions.
- Cultivate supportive and inclusive teams who are open and committed to learning from each other, sharing different ideas and practices.

We will encourage and support you to develop and grow:

- Ensuring you have access to focused growth conversations so you can develop both personally and professionally.
- Facilitating trust wide professional networks and communities where you can draw on expertise and collaborate with like-minded and diverse talented colleagues.
- Providing opportunities to network with colleagues outside of the trust as part of our commitment to civic collaboration.

Providing access to range of fantastic benefits through 'Nova Perks', including:

- Bike scheme
- Technology scheme
- Motorsave
- Lifestyle benefits
- Instant discounts
- Savings club
- Workplace ISAs
- Financial planning
- Financial education resource module
- Peer-to-peer
- Lift-share
- Car salary sacrifice
- Health cash plan
- Gym scheme
- Healthy living resource module

Nova Perk Day

In addition to our standard leave provision, we offer all colleagues the opportunity to take one paid '**Nova Perk Day**' per academic year. This can be taken during term time for any chosen reason. This is in support of our continued commitment to colleagues to achieve a healthy work-life balance.

Sick pay

All colleagues are entitled to a generous sick pay entitlement depending on their continuous service.

Pension

All colleagues are auto-enrolled into the relevant pension scheme. LGPS for support staff and Teachers Pension for teaching staff.

Melton Vale
SIXTH FORM COLLEGE

Ofsted
Outstanding Provider

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Head Teacher
Nicki Dartnell
BSc, PhD, QTS

Chief Executive Officer
Ashfaq Rahman
BSc (Hons), PGDip, PGCE, NPQH, NLE

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