



LET
EDUCATION
TRUST
AMBITIOUS | INCLUSIVE | RESILIENT



THE HOLLINS

CLEANER

RECRUITMENT PACK



Welcome from the CEO

Dear Applicant,

Thank you for your interest in the post of Cleaner at The Hollins.

The Hollins is a proud member of the LET Education Trust, a multi-academy trust based in Lancashire. While our Trust is growing, we celebrate the unique identity of each of our schools. As a member of our cleaning team, you will play a vital role in ensuring that The Hollins remains a safe, clean, and welcoming environment for our pupils to learn and our staff to work.

At the LET Education Trust, we believe that every staff member—regardless of their role—contributes to the success of our students. Collaboration is at the heart of what we do. While most of our colleagues work within one school, you are part of a wider network of professionals supported by a friendly and approachable central team.

We take great pride in our school site. We are looking for a colleague who possesses the highest standards of professional endeavour, integrity, and ethics. Our cleaning team is essential to the daily running of the school, and we value individuals who take pride in their work and understand the importance of maintaining a high-quality environment for our young people.

This is a transitional time for our Trust; I will be retiring as CEO at the end of August, and my successor, Jennifer Sing (currently Director of Education at All Saints Multi-Academy Trust), will be taking up the post. Despite these changes at the senior level, our core mission remains the same: providing excellence for our community.

If you are hardworking, reliable, and would like to be part of a supportive educational community, I look forward to receiving your application.

You can find out more about our Trust at www.let-edu.org and more about the specific character of our school at www.thehollins.com.

I wish you the very best of luck with your application.

Yours sincerely,
Steve Campbell
CEO, LET Education Trust

Welcome from the Headteacher

Dear Applicant,

Thank you for your interest in the position of Cleaner at The Hollins.

While the core of any school is its teaching and learning, the foundation of a successful school is the environment in which that learning takes place. We believe that our pupils deserve to learn in a space that is clean, safe, and cared for. Our site team and cleaning staff are the "unsung heroes" of our community, ensuring that every morning, our doors open to a professional and welcoming atmosphere.

At The Hollins, we pride ourselves on a culture of mutual respect. Whether you are a member of the Senior Leadership Team or our cleaning crew, every adult in our building plays a role in modeling standards for our young people. We are looking for someone who takes genuine pride in their work, has a keen eye for detail, and enjoys being part of a friendly, hard-working team.

In return, we offer a supportive working environment where your contribution is truly valued. As part of the LET Education Trust, you will also have access to an excellent pension scheme.

If you are reliable, take initiative, and want to play your part in helping our pupils succeed by providing them with the best possible environment, we would love to receive your application.

I look forward to meeting you.

Yours faithfully,
Mrs H Dougan
Acting Headteacher

HOW TO APPLY

Applications should be submitted using the forms available on our website with a supporting letter. Your letter and complete application form should be returned no later than the specified closing date and returned to recruitment@thehollins.com

- Application deadline Friday 24 April 2026, 12 noon.
- The interview date is to be confirmed.

TERMS OF CONTRACT

- Location: The Hollins, Hollins Lane, Accrington, Lancashire, BB5 2QY
- Grade: 2
- Gross Annual Salary: £24,310
- Pro-rata Annual Salary: £8,991
- Contract Terms: Monday to Friday 15 hours per week, term time plus three weeks
- Contract Type: Permanent
- Start date: Monday 4 May 2026

SAFEGUARDING AT THE HOLLINS

LET Education Trust has a commitment to safeguarding and promoting the welfare of children. This role is not exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All shortlisted candidates will be subject to online checks-they will also be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks. This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required.

Job Purpose

Under the direction and instruction of the Site Supervisor, to undertake the cleaning of designated areas within the school premises to ensure that they are kept in a clean and hygienic condition, to the agreed quality standards. While this list outlines your core responsibilities, it is not exhaustive. To meet evolving needs, similar duties at a comparable level may be added or adjusted following a discussion with you.

Main Duties and Responsibilities

- Cleaning including closure deep cleaning.
- Sweeping, vacuum cleaning and mopping of floors.
- Emptying litter bins.
- Polishing and dusting of surfaces and fixtures and fittings.
- Cleaning of changing rooms, toilets and shower facilities, including replenishment of paper towels, toilet rolls and other disposables.
- Using appropriate powered equipment e.g., floor buffer.
- To notify line management or other senior member of staff, of any damage to buildings and equipment or anything you see that may be dangerous to pupils or staff.
- To inform the site supervisor of matters requiring attention e.g., light bulb replacement, blocked toilets, etc.
- To inform the site supervisor when there is low stock of cleaning materials and other disposables, etc.
- To undertake training in the correct use of cleaning equipment as appropriate.
- Additional cleaning for one-off occasions i.e., Open Evenings, Visits etc.

General

- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures.
- To follow Child Protection Policy and procedures.
- To work within school policies and procedures. To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home / pupil / teacher / school work.

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

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

Cleaner Person Specification

	Essential	Desirable
Experience		<ul style="list-style-type: none"> • Experience of working as a cleaner. • Experience of using a powered equipment (e.g, floor buffer). • Experience of using chemical based cleaners.
Knowledge, skills and Abilities	<ul style="list-style-type: none"> • Ability to work as part of a team. • Flexible attitude to work. • Ability to work in organised and methodical way. • Good interpersonal skills. • Positive approach to customer care and service delivery. • Commitment to undertaking relevant training and development. 	<ul style="list-style-type: none"> • Awareness of Health & Safety issues. • Awareness of CoSHH.
Other	<ul style="list-style-type: none"> • Commitment to safeguarding and protecting the welfare of children and young people. • Satisfactory attendance record / commitment to regular attendance at work. • Commitment to equality and diversity. • Flexible attitude to work. • Highly motivated. • Main high professional standards. 	

THANK YOU

