



# Cleaning Assistant November 2023





# Welcome to Ings Primary School

Ings Primary School is a community primary school located in the east of the City of Hull. The school has approximately 273 children on roll, including a 26 place purpose-built nursery within our Foundation Stage as well as a 10 place autism hub.

The school has an early years' admission policy and this allows us to admit pupils at the beginning of the school year in which they reach their 5th birthday.

We are part of the Thrive Co-operative Learning Trust and work in partnership with 6 other primary schools and 2 secondary schools in the city.

## Values and Ethos

At Ings Primary School we believe that a child's early education is formative and enduring. The lessons we teach give the knowledge, skills, beliefs and attitudes that inform future choices and life's direction. They enable children to begin to discover who they are and what their place in a rapidly changing world might be. Our work is to provide children with a caring and safe environment in which to discover the adventure that is life.

We make it our mission to enable children to be successful and active participants in their own future, active participants in the futures of their friends, families and local community and active participants in the future of the world that they will inherit from us.



# Results - Ings Primary School

KS1	% at age related expectation - School	% at age related expectation National
Reading	60.5	71
Writing	73.7	71
Maths	57.9	73
Reading, writing and maths combined	44.7	59

KS1	% at age related expectation - School	% at age related expectation National
Reading	56.7	69
Writing	46.7	61
Maths	76.7	71

EYFS	% good level of development
School	60
National	68





**Welcome from  
Thrive Co-operative  
Learning Trust Chief  
Executive Officer  
(CEO), Jonathan  
Roe**

On behalf of Thrive Co-operative Learning Trust, I would like to thank you for your interest in working with us.

Our mission is to *inspire pupils to thrive in life*. We work cooperatively as a multi-academy trust to enable each pupil, school, and community to reach their fullest potential, and to aspire living our co-operative values.

We hope that you would like to join us in this mission.




## Our Values



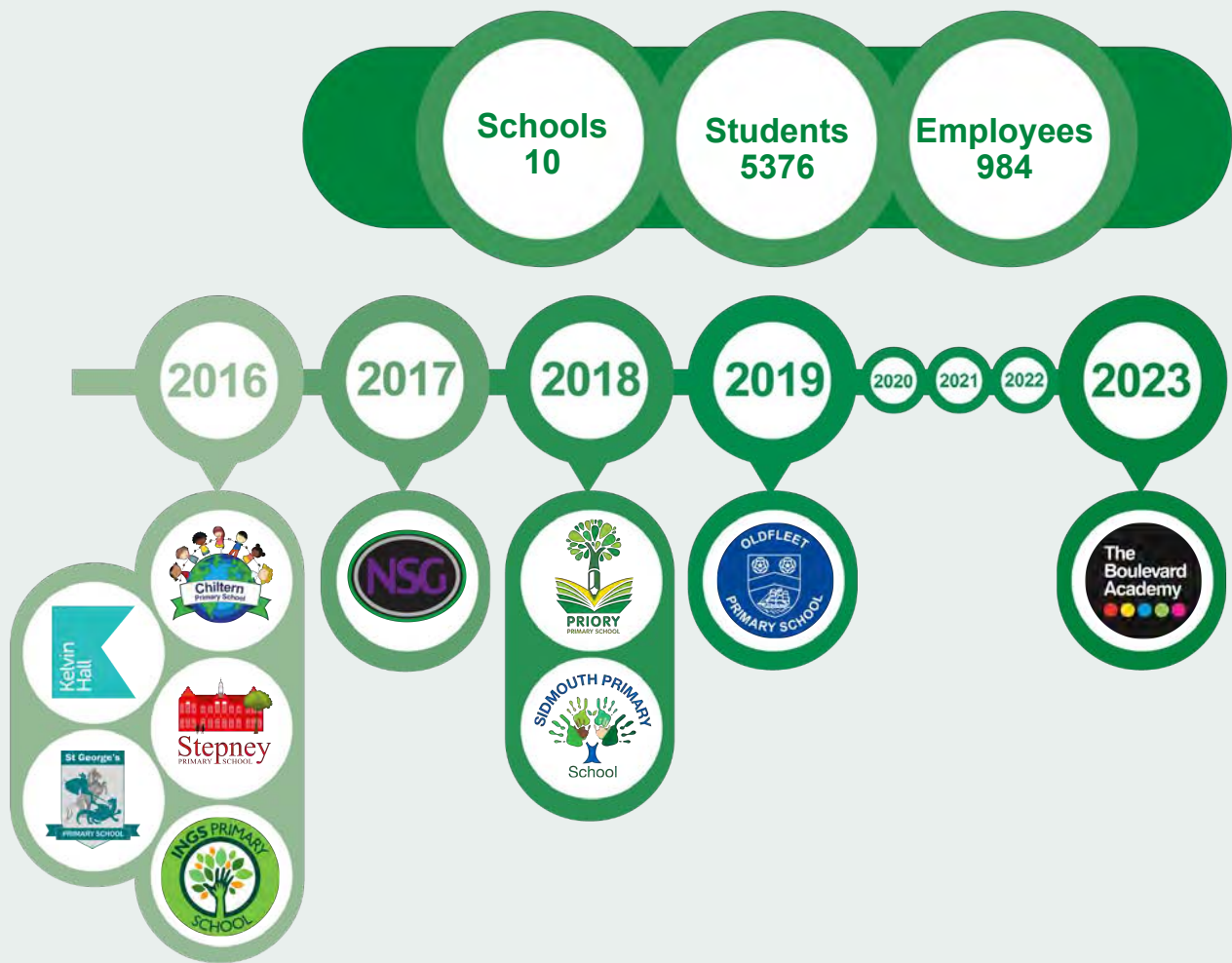
### Thrive Mission Statement *Inspiring pupils to thrive in life*

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and learning to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

View our Thrive Charter here... 



# Our Journey so far...

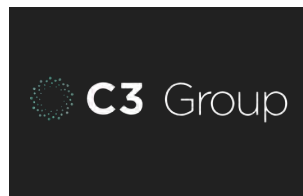


## Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:

Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH

Tel: (01482) 342229 | Email: [jobs@thrivetrust.uk](mailto:jobs@thrivetrust.uk)



**Cleaning Assistant**  
**Salary: Grade 2 , SCP 2 - 3 (£6,044 -£ 6,145 actual gross salary per annum)**  
**Hours: 10 hours per week, working all year round**  
**Monday - Friday 6 am-8 am**  
**Permanent Contract**  
**Start date - ASAP**

The Thrive Co-operative Learning Trust is responsible for ten schools across Hull; three secondary and seven primary. A Thrive school is one that is a dynamic community of staff, pupils and their families all focussed on one thing - inspiring pupils to thrive in life.

Ings Primary School, part of the Trust, are looking to appoint a Cleaning Assistant to join our facilities team. You will be required to work 10 hours per week, all year round. The successful candidates will ensure that all staff and children have a clean and welcoming environment to work in.

Duties include:

- General cleaning duties to the fixtures, fittings and internal fabric of the building.
- Specialist cleaning tasks.
- Operation/use of domestic and industrial cleaning equipment and materials.
- Informs site facilities officer or other designated person of faults, damage and vandalism or any issue that may be a health and safety concern.

**Closing date: Monday 4th December 2023 at 12 noon**

**Interview date: Monday 11th December 2023**

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: Keeping Children Safe in Education an online search will be carried out on all shortlisted candidates.

**Please note, we do not accept CVs, applications must be submitted using our application form.**

**Our commitment to Safeguarding:** Thrive Co-operative 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. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

**Our commitment to equality and diversity:** Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit Thrive Trust website to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.



Ings Primary School, Ings Road, Hull, England HU8 0SL  
Telephone: **01482 374367** Email: **admin@ings.hull.sch.uk**



# Job Description

<b>Post Title</b>	Cleaning Assistant
<b>Grade</b>	2
<b>Location</b>	Ings Primary School
<b>Reporting to</b>	Site Facilities Officer

## Purpose of Role

To provide and maintain effective and efficient cleaning service in specified areas of the premises

## Key Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. General cleaning duties to the fixtures, fittings and internal fabric of the building which may include emptying bins and removing waste to a designated area; mopping; sweeping; spray cleaning; machine scrubbing and drying; buffing; suction cleaning; wall washing; window cleaning; dusting; damp wiping; washing; polishing; sanitary appliance cleaning (wcs, urinals wash-hand-basins, baths, showers, bidets).
3. Specialist cleaning tasks which may include carpet cleaning; upholstery cleaning; removal of stains; chewing gum and graffiti etc; stripping and dressing/sealing floors; descaling sanitary appliances.
4. Operation/use of domestic and industrial cleaning equipment and materials.
5. Replenish hygiene materials as appropriate.
6. Informs site facilities officer or other designated person of faults, damage and vandalism or any issue that may be a health and safety concern.
7. Secures/closes internal doors and windows as appropriate.
8. Any other duties of a similar nature and level of responsibility as requested by the School.

## Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

<b>Responsibilities for Staff:</b>	None
<b>Responsibilities for Customers/Clients:</b>	Safeguarding and promoting the welfare of children.
<b>Responsibility for Budgets/Financial Resources:</b>	None
<b>Responsibility for Physical Resources:</b>	Liaise with SFO regarding stock levels of cleaning materials etc

		E	D	How Identified
<b>Qualifications</b>	Health & Safety Training		✓	AF, I
<b>Relevant Experience</b>	Previous cleaning experience		✓	AF
	Knowledge of catering systems/machinery		✓	
	Understanding or Health & Safety Issues		✓	
<b>Skills &amp; Abilities</b>	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Able to work as part of a team	✓		
	Good organisation skills	✓		
<b>Knowledge</b>	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
	Basic Cleaning Knowledge	✓		
	An Understanding of COSHH Regulations		✓	
<b>Interpersonal/ Communication Skills: Verbal Skills</b>	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
<b>Disclosure &amp; Barring Service</b>	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)





# How to apply



Application forms can be downloaded from our website and should be returned to [people@thrivetrust.uk](mailto:people@thrivetrust.uk) by the closing date below.

Should you wish to have an informal and completely confidential discussion please contact the school office on 01482 374367 or email [admin@ings.hull.sch.uk](mailto:admin@ings.hull.sch.uk).

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