



Kingsway Primary School

Cleaner (Part time)

Paid at Grade 4 (Points 6)

Monday to Friday £7183 (actual)

12.5 hours/week 6.00am to 8.30am or 3pm to 5.30pm

40 weeks per year

Required: April 2025



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Advert

Morning cleaner **Paid at Grade 4 (points 5-6)** **£7127 to £7183pa (actual salary)** **Term time plus 2 weeks**

Kingsway Primary School is seeking to appoint a committed and enthusiastic cleaner, to be part of a team of cleaners. This post is permanent.

This is an exciting opportunity to join our happy and successful team from April 2025.

The staff and pupils at Kingsway are a delight to work with. We have a very positive and nurturing approach to education and so we are able to get the very best from our pupils every day.

Please note that the contract will be with LIFE Multi Academy Trust, which will form the terms of the employment.

Kingsway Primary School is a popular 4-11 school situated in the heart of the Braunstone Town community. Kingsway Primary School is increasingly the school of choice for parents living in the local area.

"LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search."

'At LiFE Multi Academy Trust we embed the principles of equality, diversity and inclusion into everything we do. As a Trust, we actively encourage applications from those in minority groups and with diverse backgrounds.'

Please contact the school office on 0116 2898 525, via e-mail apearce@kingsway.org.uk or visit [Eteach](#) for further details and application form.

The closing date for completed applications is 9am on Monday 17th March 2025

Interviews will be held week beginning 24th March 2025

Kingsway Primary School, Kingsway North, Braunstone Town, Leicestershire, LE3 3BD
Tel 0116 2898688, email apearce@kingsway.org.uk
Headteacher: Germaine Mcki



March 2025

Dear Applicant,

Cleaner

Thank you for your interest in the above post. As Head teacher, I am very proud to lead Kingsway Primary School. Kingsway is a very welcoming and friendly place to work.

We are seeking to appoint an enthusiastic and reliable morning cleaner to assist the premises team and with the daily requirements of the school. This role is to work within our primary school and requires someone who is able to be self-motivated, organised and flexible.

The successful applicant will be part of a team of cleaners.

If you are interested in applying for our post, please complete the following:

- Application form (this can be downloaded from Eteach)

The following information is included in this pack:

- Job profile;

The job profile indicates the specific skills and qualities we are interested in and where we expect to make judgements of these in the selection process.

Further details about the school can be found on the website at www.kingsway.org.uk

Applications should be completed on Eteach, by 9 am on Monday 17th March 2025

Interviews will be held week beginning 24th March 2025

I look forward to receiving your application.

Yours sincerely

Germaine Mckinnon
Head teacher



The Application Process

Applications should be completed on Eteach

A phone call, followed by an email will be sent to shortlisted candidates to confirm details of the interview process.

Queries

If you have any queries on any aspect of the application or need additional information, please contact Mrs Ann Pearce on 0116 2898 525 or via email on apearce@kingsway.org.uk

Thank you



Job Profile

JOB TITLE:	Cleaner
SCALE:	Paid at Grade 4 (points 5-6) Salary range dependant on experience £7127 to £7183pa (actual salary) 40 weeks per year (Term time plus 2 weeks)
JOB PURPOSE:	To carry out cleaning duties in accordance with an agreed specification and to a required standard to ensure that staff and students have a comfortable, clean, safe and well-maintained environment, in which to work or otherwise use the school facilities.
HOURS:	12.5 hours per week

Objectives:

1. To provide a reliable and efficient cleaning service to the school.
2. To take a flexible approach to duties and responsibilities.
3. To contribute to a positive ethos in school.

Principal Responsibilities:

1. To be aware of and uphold school policies and practice.
2. To undertake general cleaning duties to the agreed specification and to a required standard.
3. To ensure that the school is a clean, safe, healthy and comfortable place for students, staff and other users of the school.
4. To ensure that cleaning equipment and materials are safely maintained and stored.
5. To use safe practice when lifting and undertake training if required.
6. To be aware of and to work within time restrictions that apply to some areas of the school.
7. To only use cleaning materials in accordance with the manufacturers printed instructions and COSHH regulations, noting that chemicals should never be mixed with other chemicals.
8. To be vigilant about Health & Safety issues and report any concerns or incidents to the Premises Offices.
9. To maintain confidentiality.
10. To contribute to a pleasant and co-operative working atmosphere.
11. To liaise with the Premises Officer and other staff both teaching and support, as necessary.
12. To take reasonable precautions when working above floor level.



Key Tasks:

1. To carry out cleaning duties to include: - sweeping, dusting. Emptying waste bins, wall washing, toilet cleaning, mopping, use of vacuum cleaners and floor cleaning equipment, after training if necessary.
2. To move furniture and other items of equipment to allow for the effective performance of cleaning duties.
3. To carry out cleaning duties in any area of the college, as required.
4. To use equipment provided and clean after use.
5. To wear the protective clothing provided while on duty.
6. Where practical, to ensure that windows and doors are closed and locked when leaving rooms.
7. To report to Premises Officers any problems likely to effect security i.e. broken windows.
8. To sign in and out daily.



Vision, Values and Ethos

LIFE Multi Academy Trust

Bringing Learning to LIFE

Vision

We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that no school can be deemed successful unless all those around it are also successful, popular and flourishing. Hence, we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

Each of our schools needs to be seen as a leader of, and vital to its local community; each school is regarded as fundamental to the identity of its surrounding community. In this capacity, we will relentlessly promote the values of inclusion and the celebration of diversity, alongside personal responsibility and respect.

Values

- Ensuring that every student achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond the school gate
- **The relentless pursuit of excellence by;** expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world
- Valuing and promoting the celebration and understanding of diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies
- Ensuring our curricula are agents for the promotion of our values

Kingsway Primary School Everyone Thriving in a Learning Community

Staff and pupils have created the values that Kingsway Primary School stands for;





Our offer to new staff joining The LiFE Multi Academy Trust and our schools

Professional Capital:

‘We believe in getting the right pupils, getting them to work together and getting them to stay’

Strategy	Description
Putting your trust in our Trust	We believe in your development. Everything we do is about creating a team of committed professionals who share our ambition for young pupils. If you believe in this too, we are committed to providing an exciting, enjoyable and rewarding working environment.
Coaching	Coaching is integral to our success. We support colleagues through coaching; enabling deep reflection, which has allowed us to build a bold, creative and aspirational culture, where collaboration with peers and new approaches to practice are encouraged.
Personal Improvement Plan versus Performance Management	Instead of the usual performance management, we encourage our staff to identify aspirational targets through our ‘Personal Improvement Plan’ (PIP) process. With your coach, you will look to make significant progress in a critical area of your practice; we believe in valuing the process of improvement not pass or fail numerical targets.
Health and Wellbeing Strategies	<p>Having happy and healthy staff is key to a successful organisation. The Trust is committed to:</p> <ul style="list-style-type: none"> ● providing employees with a safe, healthy and supportive environment in which to work ● recognising that the health and wellbeing of our employees is important ● providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged <p>We believe it is important that we are role models to our students of how to be a healthy adult. We actively promote the importance of a work life balance, offering support to staff on managing stress and workload, as well as a physical activity programme. Access to coaching, counselling and supervision is also available to all staff.</p>
Presumed Professionalism	We have a ‘Presumed Professionalism’ ethos across the Trust. Our staff are professional educators and we recognise the need to support staff to enable a healthy work life balance to allow maximum impact whilst working with our young pupils and each other. We achieve this by allowing staff to sign out during their free periods, as long as professional duties are not affected. See our policy for further details.



Our offer to new staff joining The LiFE Multi Academy Trust and our schools (continued)

<p>Development of Professional Capital and Excellence</p>	<p>As a Trust we always look to invest in our staff and pride ourselves on our ‘home grown talent’. We pride ourselves on this and believe this has the biggest impact on how our staff understand their communities and make a difference to the lives of our young pupils.</p> <p>Quite simply, our aim is to employ pupils who match our ethos and values and enable them to truly collaborate with colleagues across the Trust so that they are satisfied professionally. We provide outstanding training pathways which draw on excellence both within and outside of our Trust to enable you to build your professional capital.</p> <p>Examples of the many opportunities we encourage staff to take up externally include:</p> <ul style="list-style-type: none"> ● The National Professional Qualification for Senior Leadership (NPQSL) ● The National Professional Qualification for Headship (NPQH) ● The National Professional Qualification for Middle Leadership (NPQML) ● The Outstanding Teacher Programme (OTP) ● Initial Teacher Training (ITT) <p>Pathways are available at apprenticeship level, NQT, aspiring middle leader, Lead Practitioner and aspiring senior leader level. Some of these courses are led by staff within the Trust and others are externally accredited. In addition, the Trust provides the opportunity of becoming an associate SLT member, enabling middle leaders to gain insight and experience of leadership at the highest level within a school.</p> <p>Support staff have their own Personal Improvement Plan that they use as a tool to create a bespoke professional development plan. All support staff also receive Coaching and training opportunities, in order to help them feel empowered and in charge of their own development.</p> <p>Across the Trust we pride ourselves on equal opportunities for all staff, irrespective of background, gender, disability, religion, sexual orientation or age.</p>
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Our offer to new staff joining The LiFE Multi Academy Trust and our schools (continued)

Great access to progression and leadership responsibility	Further evidence of our investment in ‘home grown talent’ is that 86% of our TLR holders have been internal appointments. We have clear professional progression pathways within the CPD offered throughout the year at all levels within the Trust.
Collaboration across all schools	We are developing relationships across our Trust to enable collaboration to support learning and teaching outcomes. In addition, we are able to offer a joint CPD programme to draw upon expertise across the Trust. Staff work and meet regularly in teams across schools in the Trust and we hold an annual Strategic Planning Day, where each member of the Trust work together.
Sabbatical and flexible working policies	<p>We have developed a unique sabbatical policy to support staff to develop their interests. For some, this has been to develop professionally, whilst others have taken this time to experience travel with their family. See our policy for further details.</p> <p>Flexible working arrangements are also promoted across the Trust where possible, to enable our staff to manage their work life and family commitments.</p>
Strong Induction Process	It is important to us that every member of staff has the right start to working in our Trust. The importance of a good induction is invaluable for new starters irrespective of previous experience. To support this, we have a New Staff Induction Day before the start of term, which enables colleagues to get a real understanding of what the school is about and what it means to be part of the Trust. This day also prepares new staff for our training (conference) days at the beginning of the Autumn term. In addition to this ALL staff are invited to visit a series of lessons across the school year.
ECT Programme	We offer early career teachers a robust, supportive and bespoke training programme which will enable you to develop into an outstanding teacher.
Continued ECT and RQT support	Where possible we try to ensure that ECTs and third year teachers have reduced teaching loads to allow them more opportunities for CPD throughout the school week. This also allows for peer to peer observations and additional coaching to take place to develop their practice.
Attendance of staff	Our staff are committed to their roles and ensure that students are supported to maximise their outcomes. Levels of attendance are exceptionally high across all staff and well above national averages in the education sector and beyond.

We are always looking for highly quality teachers and support staff who buy into our values across the LiFE Multi Academy Trust and our schools