

# Newminster Middle School Cleaner Recruitment Pack



# The Cheviot Learning Trust

Cheviot Learning Trust was created in 2023 from a merger of Tyne Community Learning Trust and Three Rivers Learning Trust. The new Trust will enable our high quality staff from across all of our schools to cooperate through professional and innovative networks that develop the educational excellence all of our students deserve. We educate over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of

providing an excellent education service to their local populations. We are seen locally as a centre of educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

## The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

## Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

## Our values

Everything we do is based around the values that we hold dear:

- **Innovation:** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation:** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect:** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence:** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible.

## About Newminster Middle School

Newminster Middle School is a proud school serving the equally proud community of Prudhoe in Northumberland. Our school has a very positive ethos where all individuals are respected and valued, regardless of age, background or beliefs. We are determined that all pupils will be given equal opportunities to thrive and succeed, and we will challenge and support them to overcome all potential barriers to learning. We aim to provide the highest standards of education and value academic excellence, pupil wellbeing and personal development in equal measure.

We are a good (Ofsted 2024) and improving school who are proud to be part of Cheviot Learning Trust. We firmly believe we offer a fantastic school to work in, with wonderful pupils, brilliant colleagues and a strong and supportive senior team.

Further information can be found on our school website, but some key quotes from our most recent Ofsted inspection report can be found here:

- Pupils are positive and confident. They feel safe and well supported by staff who know them well.
- Strong relationships between staff and pupils create a calm and respectful atmosphere.

- The school helps pupils develop into resilient and ambitious young adults.
- Leaders have high expectations of what pupils can accomplish personally and academically.
- The school has designed their curriculum to meet the needs of both key stage 2 and key stage 3 pupils well. The curriculum takes account of what pupils already know and what they will need to know in future.
- Pupils with special educational needs and/or disabilities (SEND) are included in all aspects of school life. Adults working with SEND pupils know them well.
- Leaders develop strong partnerships with parents of SEND pupils.
- The schools' wider offer for pupils is excellent. The personal, social and health education pupils receive helps them understand how to live healthy and happy lives.
- The school is an inclusive and tolerant place where everyone is welcome. Bullying almost never happens at the school. If it does, pupils know an adult will help them to sort things out. Newminster pupils understand the importance of including everyone.



# Job Advert

**Newminster Middle School**  
**Part of the Cheviot Learning Trust**  
**Headteacher: Mrs Elizabeth Kinninment**

**Job Title:** Cleaner

**Closing date:** Wednesday 3rd June 2026

**Interviews:** Friday 5th June 2026

We are looking to appoint an enthusiastic, conscientious and self-motivated person, to provide a key role in maintaining our school site.

We firmly believe we offer a fantastic school to work in, with wonderful pupils, brilliant colleagues and a strong and supportive senior team.

In return, we can offer you:

- A caring, nurturing, supportive, dedicated and hardworking team of individuals with a common vision and set of goals.
- Delightful children who are eager to learn and exceptionally well behaved.
- A strong school and Trust which is outward looking and forward thinking.
- A strong commitment to your continuing professional and leadership development.
- A challenging and exciting professional opportunity in a highly successful school.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for an interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed.

Full details on protected convictions and information about which convictions must be declared during job applications can be found on the [Ministry of Justice website](#). You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post. [This policy](#) outlines the Trust's approach to the recruitment of ex-offenders.

Further details and an application form are available by accessing the job vacancies section of the [trust website](#).

**Completing an Application Form:** Application forms can be downloaded from the school [website](#).

**If you have a Gmail account:**

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in the Google

**If you don't have a Gmail account:**

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the app

Completed applications should be returned directly to the school by email to [s.hall@nms.cheviotlt.co.uk](mailto:s.hall@nms.cheviotlt.co.uk).

# Job Description

**Job title:** Cleaner

**Responsible to:** Headteacher and School Business Manager

**Terms:** 12.5 hours per week, term time plus 10 additional days. Monday – Friday 4.00 pm – 6.30 pm

**Grade:** Band 2 point 3 £24,796 per annum, approximately £7411.00 pro-rata

**Duties and key result areas:**

To carry out general cleaning duties, individually or as part of a team, which include, but are not restricted to:-

1. General cleaning tasks as directed.
2. Empty litter bins and remove rubbish.
3. Safe use of cleaning equipment.
4. Open and close premises as necessary, ensuring security of the building is not compromised.
5. Ensure compliance with Health and Safety legislation and Trust policies in all aspects but especially when using materials, tools and equipment.
6. Stock management, ordering of cleaning materials and assisting with the receipt and safe storage of goods.
7. Attend training sessions as and when required.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

**If you require assistance or have any questions, please reach out using the contact details provided below:**

01670 513621

[www.nms.cheviotlt.co.uk](http://www.nms.cheviotlt.co.uk)

[info@nms.cheviotlt.co.uk](mailto:info@nms.cheviotlt.co.uk)

Address: Newminster Middle School,  
Mitford Road, Morpeth,  
Northumberland NE61 1RH

# Person Specification

Key to assessment methods (a) application, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation (o) other case studies/visits

Essential	Desireable	
Basic numeracy and literacy skills	Some knowledge of the range of tasks together with the operation of associated tools and equipment	A
Experience		
No specific experience in the workplace is necessary.	Some experience in a building cleaning environment	A
Skills and Competencies		
Able to understand and follow straightforward spoken and written instructions. Able to keep basic work records. Strength, dexterity and coordination to use a range of cleaning tools and equipment. Listens, consults others and communicates clearly. Reliable and keeps good time		I R
Physical, mental, emotional and environmental demands		
Regularly need to lift and carry items of moderate weight. Maintain an awareness of surroundings and safe working methods. Limited contact with, or work for, others leading to few emotional demands. Normally indoors with some exposure to unpleasant conditions such as toilet areas		I

## Person Specification Continued

Key to assessment methods (a) application, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation (o) other case studies/visits

<b>Motivation</b>		
<p>Appropriately follows instructions to achieve set objectives.</p> <p>Committed to the provision of quality services to achieve customer satisfaction.</p> <p>Adapts to change by adopting a flexible and cooperative attitude.</p> <p>Supportive and adapts to team working.</p> <p>Demonstrates integrity and upholds values and principles.</p> <p>Promotes equal opportunities and anti-oppressive practice in all aspects of work</p>	A willingness to undertake job related training	A R
<b>Other</b>		
All staff are expected to be committed to safeguarding and promoting the welfare of children and young people. In order to do this staff must attend all offered child protection and safeguarding training without exception and read all relevant policies		I



**Contact us**

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