

The King Edward VI School Cleaning Technician

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 The King Edward VI School

Welcome to our school. The King Edward VI School is a high achieving school, with a reputation for academic excellence for all. We provide for over 1400 students from Years 9-13 and have a thriving Sixth Form of around 450 students. We pride ourselves on being a fully inclusive and truly comprehensive school built on traditional principles and high standards.

We aim to prepare all in our care to leave the school fully equipped to meet the challenges they may face, and with a sense of service to their communities. We value our positive relations between staff and students and are proud of our friendly and purposeful atmosphere.

Our dedicated staff ensure that students are challenged to meet their potential, in a supportive environment. We have a holistic view of education and pride ourselves on offering a fully rounded educational experience. It is not only in the academic sphere where our students excel. Our commitment to extra-curricular activities is very strong, and we offer our students an extensive enrichment and extra-curricular programme. We believe there is something here for everyone.

We are very proud of our staff, students and our legacy. Please take a moment to look through our website to get an insight into what our school has to offer.

We have many amazing people working here. People who are knowledgeable, passionate and committed. Some people spend their career with us, some because they've found their niche, others are with us because of the opportunities to grow and develop. We want great people working for us. To get the best, we will always offer the best in terms of employment and opportunity. Diversity and inclusion are important to us - we are all individual and shaped by our personal characteristics, backgrounds, knowledge, skills and experience.

We believe we provide a great place to work.

Ms Clare Savage
Headteacher



Job Advert

The King Edward VI School
Part of the Cheviot Learning Trust
(13-19 Years High School, Headteacher:
Ms Clare Savage)

Job title: Cleaning Technician

Responsible to: Site Manager

Pay scale: Band 1. £23,656 FTE. £12.26 per hour.
 £11,167 pro rata

Hours of work: 20 hours per week, Term Time
 only plus 36 hours holiday cleaning, 3.15 pm -
 7.15 pm daily

Starting date: September 2025

We are looking to appoint a reliable member of staff to join our cleaning team, to deliver a high quality service to our school and their customers, starting in September 2025. Basic numeracy and literacy skills, good team work and the ability to work unsupervised are essential. A certain amount of bending and lifting is required.

In November 2024, Ofsted judged the school to be good/outstanding in all categories. As a designated teaching school, we provide high quality professional development, supporting induction, teaching, leadership and wellbeing.

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 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.

An online search will be undertaken on all shortlisted candidates.

Please visit the school's website for further details about this post:

<http://kevi.cheviotlt.co.uk/>

Completing an Application Form

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 Doc

Without a Gmail account:

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the application form in Microsoft Word

Job Description

Job Purpose: Clean designated areas, as directed include toilets and associated facilities, ensuring that they are kept in a clean, safe and hygienic condition.

Duties and key result areas: Carried out in accordance with the specification for Building Cleaning Services and the Cleaning Operations Manual, individually or as part of a team, these include, but are not restricted to:

- Sweeping, mopping, wiping, washing, polishing, vacuuming, dusting and polishing walls, floors, furniture and fittings in accordance with service specification and standards and including personal items belonging to service users as necessary.
- Empty litter bins and otherwise remove small quantities of rubbish.
- Use, as appropriate, powered equipment as provided, and ensure that relevant Health & Safety regulations are adhered to at all times.
- Open and close premises as necessary, ensuring that the security of the premises is not compromised.
- Other duties appropriate to the nature, level and grade of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

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.

Note: designated areas may be in schools, offices, social services establishments or any other County Council or contracted establishment.



Person Specification

Essential	Desirable	Assess by
Knowledge and qualifications		
<ul style="list-style-type: none"> No particular knowledge or qualifications are required. 	<ul style="list-style-type: none"> Some knowledge of the range of tasks together with the operation of associated tools and equipment. 	A
Experience		
<ul style="list-style-type: none"> No specific experience in the workplace is necessary. 	<ul style="list-style-type: none"> Some experience in a building cleaning environment. 	A
Skills and Competencies		
<ul style="list-style-type: none"> Able to understand and follow straightforward spoken and written instructions. Able to keep basic work records. Strength, dexterity and co-ordination 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		
<ul style="list-style-type: none"> Regular 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
Motivation		
<ul style="list-style-type: none"> Appropriately follows instructions to achieve set objectives. Committed to the provision of quality services to achieving customer satisfaction. Adapts to change by adopting a flexible and cooperative attitude. Supportive and adapts to team working. Demonstrates integrity and upholds values and principles. Promotes equal opportunities and anti-oppressive practice in all aspects of work. 	<ul style="list-style-type: none"> A willingness to undertake job related training. 	A, R

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





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