



Candidate Recruitment Pack

Cleaner (15 hours per week)

Required As Soon As Possible



MESSAGE FROM THE CEO AND HEADTEACHER

Welcome to the Achieve and Learn Trust

“Ensuring the best outcomes for children and young people”

The Achieve and Learn Trust has recently rebranded with new leadership at all levels. We are excited about this new strategic direction and the changes made to improve educational provision even more, for all our young people.

Our Vision

At the heart of the Trust’s vision is a belief that students deserve the best educational experience with aspirational curriculum provision and enrichment opportunities. We strive for personal and academic achievement within a safe, inclusive and enriched learning environment: opening minds, opening doors to learning opportunities and opening up pathways to successful futures.

Our Aims

Our aim is to ensure that all schools within the Trust aspire to be strong providers and aim for exemplary practice through creative approaches.

Our Future

We have an appetite for continuous improvement and development, with an overall ambition of expanding the Trust to develop a local partnership of schools, covering both primary and secondary phases. This will enable us to foster true partnership and collaborative work that both supports and challenges member schools.



Ms Kim Earle

CEO of the
Achieve and Learn Trust

Welcome to Altrincham College

I am very proud as Headteacher to welcome you to Altrincham College.

Altrincham College is an over-subscribed 11-18 Academy set in the pleasant South Manchester suburbs of Hale/Timperley, on the Manchester/Trafford border. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. *Our vision is to nurture well-rounded citizens of the future who are knowledgeable, happy and resilient so that they make a valuable contribution to the world in which they live and are empowered to make informed and positive life choices.*

Altrincham College places a high value on professional development; CPD opportunities will be available to the successful applicant.

This post offers the opportunity to join a great place to work where you will be supported by a hugely talented staff team across the Trust.

This is an exciting opportunity for an outstanding, creative teacher with the drive, passion and commitment to join our hugely talented team of staff, working together to encourage and support every child in reaching their full potential.



Mr Andy Keegan

Headteacher

ROLE OVERVIEW

Cleaner

CONTRACT TERM:

Permanent / Part Time / Term Time only.

HOURS:

15 hours per week.

PAY SCALE:

NJC Band 1 Points 3
(Actual Salary £8,882.72)

LOCATION:

Altrincham College, Green Lane,
Timperley, Altrincham, WA15 8QW

START DATE:

ASAP

If you would like to apply to be part of our school at this exciting time, please visit the 'Job Vacancies' page on our school website – **Altrincham College** where you will find an application form and more information about our school.

Please send your completed application form to recruitment@altrinchamcollege.com

CLOSING DATE:

Friday 2 October 2026 at 12 noon.

INTERVIEW DATE:

w/c 5 October 2026

We seek to appoint an in-house cleaner to join our existing team to maintain a high standard of cleanliness around the school. The successful candidates will be responsible for cleaning the site at the end of each school day (4-7pm).

This post offers the opportunity to join a great place to work where you will be supported by a hugely talented staff team.

If you would like to apply to be part of the Altrincham College (Achieve and Learn Trust) team please visit the school website at www.altrinchamcollege.com for an application form and more details. Alternatively, please call Judith Davenport, PA to the Headteacher, on telephone number 0161 980 7173 or e-mail recruitment@altrinchamcollege.com.

Working as part of this important team, you will be required to carry out the duties detailed in the attached job description to the highest possible standard.

In return, we provide a happy place to work and learn. Our staff pride themselves on respectful relationships with students and each other and are committed to the best welfare and interests of all. We have a strong supportive ethos, working hard so that every student can become the best version of themselves.

JOB DESCRIPTION

JOB TITLE: CLEANER

JOB PURPOSE: Maintain a high standard of cleanliness around the school site to ensure a clean and hygienic learning environment

ACCOUNTABLE TO: Site Manager

SCALE: Band 1 points 2 – 3

Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Duties and Responsibilities:

This role will involve working with the site team to maintain levels of cleanliness around school, as well as responding to immediate needs (e.g. clearing up spills presenting a hazard).

- Be responsible for cleaning allocated areas in line with specified standards and as directed. The areas may vary dependent on the cleaning needs of the school.
- Use safe cleaning materials, as per the Risk Assessment and as instructed by the Site Manager. Store allocated equipment and materials safely and securely.
- Operate cleaning machinery in cleaning soft and hard surfaces e.g. vacuum cleaners and floor polishers.
- Carry out the following duties – this list is not exhaustive but illustrative of the duties required:
 - Vacuum/ sweep/mop, hard wood and carpeted floors
 - Spot cleaning of spillages, graffiti and cleaning bio body matter
 - Wiping/polishing furniture, ledges, pipes, paintwork, doors and polishing door glass and windows
 - Emptying and cleaning bins. Collect and dispose of waste
 - Sweep, mop and clean toilets including sanitary fittings and surrounds
 - Once trained, use the floor buffing machine
 - Use safely, chemical sprays, aerosols and other clean materials to aid cleaning and maintaining a high standard of hygiene within the school
 - Refill and replace soap, paper towels, toilet paper, and other consumables

Deep Clean Periods

During designated periods when the school is closed, deep cleaning is undertaken throughout the school. You will be required to attend deep clean periods.

Health and Safety

You will maintain Health and Safety procedures at all times.

You will:

- Ensure security of the building i.e. check windows and doors are closed in your assigned area
- Ensure all equipment and cleaning materials are stored safely
- Report any faults with electrical cleaning equipment to the Site Manager; do not use until the fault is repaired
- Ensure correct policy and procedures are followed including Health and Safety, COSHH, Manual Handling etc.
- Only use authorised cleaning materials, ensure the correct dilution rate as directed and used only for the purpose indicated
- Follow safe cleaning practice at all times with regards to use of appropriate equipment and cleaning materials for the task in hand
- Ensure all PPE issued is worn at all times, including tabards and rubber gloves
- Display wet floor signs when cleaning floors.
- Perform duties in line with health and safety regulations and take action where hazards are identified.
- Report serious hazards to the Site Manager/ Caretaker immediately
- Identify and report needs for repair, damage to school property to site staff.

General Requirements

All staff are expected to:

- Work towards and support the academy vision and current objectives outlined in the Academy Improvement Plan.
- Contribute to the school's programme of extra-curricular activities e.g. helping at Open Evening.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the Trust's School's Equality Objectives to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents/carers and colleagues.
- Adhere to policies and circulars.
- To undertake any other duties commensurate with the grading of the post as directed by the Headteacher.

Review:

This job description is not necessarily a comprehensive definition. It will be reviewed as and when deemed appropriate in line with the needs of Achieve and Learn Trust. It may be subject to change or modification at any time following consultation.

**PERSON SPECIFICATION
CLEANER**

	METHOD OF ASSESSMENT	ESSENTIAL / DESIRABLE
1. Qualifications/Training etc.		
Knowledge/skills equivalent to national qualifications (Level 1).	A/C/I	Essential
2. Experience		
Proven experience of working in a cleaning/housekeeping role.	A/I	Essential
3. Knowledge		
An understanding of what constitutes good professional relationships.	A/I	Essential
Understanding and respect for confidentiality in relation to all issues connected with working in school.	A/I	Essential
Knowledge of COSHH regulations.	A/I	Essential
4. Skills & Abilities		
Physically fit and able to manage regular physical tasks e.g. bending, stretching, pulling or pushing (cleaning equipment).	A/I	Essential
Ability to prioritise own workload as well as being directed.	A/I	Essential
Self-motivated with proven ability to work on own initiative and to organise and prioritise tasks.	A/I	Essential
Ability to work as part of a team, a willingness to adapt to a changing environment and meet differing challenges.	A/I	Essential
Able to offer some flexibility in working hours, where necessary and be available for occasional out of hours work	A/I	Essential
Willingness to undertake training including Safeguarding and GDPR.	A/I	Essential
Confident in identifying and reporting issues, or taking appropriate action if required (e.g. sign-posting/cleaning up spills, reporting damage to site staff).	A/I	Essential
Willingness to work in situations involving waste and minor hazards.	A/I	Essential

5. Desirable		
Relevant vocational qualifications.	A/I	Desirable
Knowledge of Health & Safety Regulations including Health & Safety at Work.	A/I	Desirable
Experience of working in a school, or with young people.	A/I	Desirable
Knowledge of Safeguarding and Keeping Children Safe in Education.	A/I	Desirable
Knowledge of manual handling guidelines.	A/I	Desirable

* Method of Assessment

A = Application form, C = Certificate, E = Exercise, I = Interview, P = Presentation.

ADDITIONAL INFORMATION

BENEFITS

- ❖ An engaging, creative and welcoming environment.
- ❖ Membership of the Pension Scheme, with excellent employer contributions.
- ❖ Free on-site parking.
- ❖ On-site canteen facilities.
- ❖ Staff room with free refreshments.
- ❖ Employee Assistance Programme.
- ❖ Occupational Health and Counselling services available.
- ❖ Supported by a talented, highly motivated, committed and professional team of colleagues.
- ❖ Active and supportive Governing Bodies and Senior Leadership Teams.
- ❖ CPD opportunities for all staff.
- ❖ Access to NPQ training programmes and training around leadership and management.
- ❖ Opportunities to collaborate and work across the Trust.
- ❖ A great place to work.

CONTRACTUAL MATTERS

- ❖ The successful candidate will be expected to take up the appointment ASAP.
- ❖ The position will be based at Altrincham College.
- ❖ The post is based on 15 hours per week.
- ❖ The post is a salaried position and overtime is not paid unless due to exceptional circumstances.
- ❖ All our schools operate a no-smoking policy on the whole of its sites.

APPOINTMENT TERMS

The Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We fully support staff professional development and expect staff to be proactive in this area.

To be considered for this position, your application form should be completed in full by **midday on Friday 2 October 2026**. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications we receive, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

If your application is successful, employment with the Trust is conditional upon the completion a DBS Disclosure Application, receipt of two satisfactory employment references and a satisfactory pre-placement medical assessment. Any criminal record information that is disclosed to the Trust will be handled in the strictest confidence. Persons barred from working with children will not be considered for this post. For shortlisted candidates, we will carry out an online and social media search.

The Achieve and Learn Trust is committed to Equity and Equality of Opportunity and welcomes applications from all sections of the community.

Thank you for your interest in a position within the Achieve and Learn Trust. We believe that applying for a new role should always be seen as a two-way process, you have to be right for us, but the school also has to be right for you. So, if you are interested and would like any more information about the role or our Trust, please email recruitment@altrinchamcollege.com.

Achieve + Learn Trust.

Better, together.

Staff Development & Well-Being Offer



Kim Earle, CEO

Our Trust thrives on its people. At the Achieve & Learn Trust, we aim to offer the best opportunities for career and personal development, coupled with a considerate and friendly working environment. Staff well-being is important to enable each member of our team to feel secure and happy in their role, whilst also knowing there is a trusted colleague available to support them. Find out more about our offer below.

	A buddy for all new staff in their first year in post.		SLT and CEO open door policy for all staff		"You Said We Did" staff voice & workload reduction
	Free staff car parking on site in all our schools		Access to staff counselling if required		No student data collected for data's sake
	Free breakfast for all in our Staff Rooms		Teachers & Local Government Pension Schemes		Fun staff awards & weekly staff recognition
	Opportunity to take a flu jab every autumn		Plenty of work spaces and IT access for staff		Opportunity to collaborate across schools
	Free Christmas dinner for all staff each year		Trust Well-being training & support for all staff		Commitment to CPD including National Quals.
	Greater PPA time than national average		Menopause Support for all staff		Commitment to the DFE's Well-being Charter

Can't see a vacancy you can apply for? Why not join our Talent Pool?

Send a brief introduction and/or your CV to info@achieveandlearntrust.com