



# Dr Thomlinson C of E Middle School

Cleaner Recruitment Pack



# The Three Rivers Learning Trust

The Three Rivers Learning Trust was established in 2011 and consists of a single high school, The King Edward VI High School and three feeder middle schools, Newminster, Dr Thomlinson and Chantry as well as 4 first schools, Abbeyfields, Thropton, Harbottle and Stobhillgate. All of the schools have a long and proud history of providing an excellent education service to their local populations. The Learning Trust is managed by a single Board of Directors to ensure the integration of educational provision for students between 3 and 19. We are seen locally as a centre of educational excellence

and have recently been 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 Three Rivers Learning Trust mission

We are a collaborative and caring learning community where all partners are treated equally and with respect. We believe that by sharing and working together we enhance learning and other opportunities. We want to prepare our children and young people for life, ensuring that they have the skills, abilities and motivation to succeed.

## Our vision

To provide engaging and enriching opportunities for all our **students** to become **accomplished**.

To empower all our **people** to become **fulfilled** in their work.

To provide education services which **delight** our **parents and carers**.

To share **excellence** and become more **operationally** efficient.

## Our values

**Integrity** - We do the right thing and do things right

**Inclusion** - We deliver comprehensive education which is accessible for all

**Innovation** - We continually strive to find ways to learn and improve

# About Dr Thomlinson C of E Middle School

Welcome to Dr Thomlinson C of E Middle School. We are proud of being a Church school at the heart of the local community – a place where everyone is safe, respected and encouraged to develop resilience and self-belief.

Our aim is to build upon our successes whilst valuing our heritage, to ensure that our students are well prepared to succeed in the twenty first century.

Dr Thomlinson Church of England Middle School is situated in the beautiful rural setting of Rothbury on the edge of Northumberland National Park and provides for 232 children from Years 5-8.

Our school's mission is to provide a broad, balanced and relevant education which caters for the whole child in a secure and caring Christian environment. As individuals and as a community it is our aim to do our best and we are very proud of the high achievement of our pupils. In April 2016 Ofsted judged the school as continuing to be Good.

Our strong ethos strives to ensure each child achieves their very best; academically – through a knowledge-rich, focused and sequenced curriculum (that has the scope and ambition of the national curriculum); culturally – through both the work in our classrooms and an extensive programme of extracurricular activities and visits; spiritually – through an ethos of interdependence that flows through the life of both our school and wider community.

The broad content of our curriculum is enriched by covering a wide range of subjects, talents and future careers. We realise that in order for our children to be leaders in tomorrow's world they will need to demonstrate positivity, teamwork and a belief that everyone can improve through dedication and hard work.

Success, progress and celebration are very much at the heart of what we do; we look forward to sharing this ever- evolving learning journey with you.



# Job Advert

**Dr Thomlinson C of E Middle School**  
**Part of The Three Rivers Learning Trust**  
**(9-13 Years Middle School,**  
**Headteacher: Mr Liam Murtagh)**

**Job title:** Cleaner

**Responsible to:** Cleaning Supervisor

**Salary:** £5,482

**Hours:** 12.5 hours per week (15.45-18.15)

**Required:** Term time plus 22.5 hours cleaning during school holidays

The school is seeking to appoint an enthusiastic, self-motivated cleaner to work independently and as part of the cleaning team.

The ideal candidate must be:

- Flexible, motivated, supportive and enthusiastic
- Able to work effectively with a team
- Able to relate to a wide range of abilities
- Have a good standard of work

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure will be required for the successful candidate.

If you would like to collect an application pack, please ring school to make a collection appointment.

**Telephone:** 01669 620287

We will only accept the Three Rivers application form. This must be sent to:  
[maureen.donkin@dtms.the3rivers.net](mailto:maureen.donkin@dtms.the3rivers.net)

Applications are invited to start the above post as soon as possible.

**Interviews:** ASAP



# 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, ash trays 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 any Three Rivers school.

## 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

# Person Specification

	Essential	Desirable
<b>KNOWLEDGE AND QUALIFICATIONS</b>		
No particular knowledge or qualifications are required	N/A	N/A
Some knowledge of the range of tasks together with the operation of associated tools and equipment		Y
<b>EXPERIENCE</b>		
No specific experience in the workplace is necessary	N/A	N/A
Some experience in a building cleaning environment		Y
<b>SKILLS AND COMPETENCIES</b>		
Able to understand and follow straightforward spoken and written instructions	Y	
Able to keep basic work records	Y	
Strength, dexterity and co-ordination to use a range of cleaning tools and equipment	Y	
Listens, consults others and communicates clearly	Y	
Reliable and keeps good time	Y	
<b>PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS</b>		
Regular need to lift and carry items of moderate weight	Y	
Maintain an awareness of surroundings and safe working methods	Y	
Limited contact with, or work for, others leading to few emotional demands	Y	
Normally indoors with some exposure to unpleasant conditions such as toilet areas	Y	
<b>MOTIVATION</b>		
Appropriately follows instructions to achieve set objectives	Y	
Committed to the provision of quality services to achieving customer satisfaction	Y	
Adapts to change by adopting a flexible and cooperative attitude	Y	
Supportive and adapts to team working	Y	
Demonstrates integrity and upholds values and principles	Y	
Promotes equal opportunities and anti-oppressive practice in all aspects of work	Y	
A willingness to undertake job related training		Y



**Contact us**

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