

Active  
Learning  
Trust

**Candidate Pack**  
Cleaner  
January 2026

A close-up photograph of a young child with blue eyes and freckles. The child is wearing a blue superhero mask with yellow lightning bolt patterns around the eye holes. A purple hooded jacket is visible in the foreground. The background is blurred.

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# Dear applicant

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*Thank you for your interest in joining the Active Learning Trust. I know that choosing where to build your career is a big decision, and before I share the details of the role, I want to tell you why this is such a special place to work.*

*At ALT, we do things differently. We are a values-led organisation that believes our people are our greatest strength. We invest deeply in the adults who work with us, because when we help our colleagues grow, our pupils thrive. Ours is a community built on trust, care and ambition – where every member of staff is encouraged to discover their strengths, take opportunities, and know that their work is shaping brighter futures for the children in our care.*

*We don't see education as just a system; we see it as a moral mission. Every day, our staff bring energy, compassion and commitment to their roles, united by the belief that every child deserves the very best. We stand alongside you with high expectations, professional development, and unwavering support so that together we can achieve extraordinary things.*

*If you share our values and our passion for making a difference, we would be delighted to hear from you. I look forward to the possibility of welcoming you into our Trust – a place where people matter, potential is nurtured, and purpose drives everything we do.*

*With warm regards,*



**Lynsey Holzer**  
Chief Executive Officer

# Active Learning Trust

## Overview

Our multi-academy Trust was originally established in 2012 and is currently made up of 1,600 staff across 19 schools in Cambridgeshire and Suffolk, serving nearly 8,500 young people and their families. Our shared Trust mission of delivering excellence to ensure our young people can thrive and prosper is at the heart of everything we do.

Our trustees fulfil their duties through our Trust Leadership Team, which includes our central team and school leadership teams, working together as one unified organisation with joint accountability. We have an established central team that is not only knowledgeable but also driven by an imperative to deliver the very best for the young people in our care.

At Active Learning Trust, we are restless for excellence and improvement so that our children can thrive and prosper. Deeply rooted in the heart of our communities, people choose to join our trust because we make a difference. We explore the art of the possible to find the right solutions for our children, our people and the wider education sector.

## Our Team

Our team is made up of experts across all specialist areas, including education, finance, HR, communications and marketing, estates, governance, procurement, data and IT. Their skills allow us to deliver shared savings and, more importantly, provide essential services to schools, enabling school-based leadership to focus on improving outcomes for pupils in the broadest sense.

- We know our schools exceptionally well and we offer both honest reflection and evaluation of our strengths and areas for improvement.
- We have clear and appropriate plans for continuing to improve the quality of education and pupil achievement.
- We encourage and celebrate the individual characteristics of each of our schools and provide them with a good balance of autonomy central oversight and accountability.

## Our Values

At the heart of our Trust are five core values that shape our culture and guide every aspect of our work. They influence our interactions, decisions and strategic direction, and they unite our school communities.



I aspire, we achieve



We're curious, creative and bold



A family, not a house share



Comfortable being candid



Humour, humility, humanity



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*ALT has put a lot of work into developing genuine shared values which you can see starting to come through all the schools. This feels very powerful. Despite the geographical distance between schools, there is real sense of the greater good with school leaders constantly supporting one another where needed. It is a particular privilege in my role to be able to identify and spread excellent classroom practice from school to school. People in this Trust are happy, and there is a widespread feeling of exciting times ahead.*

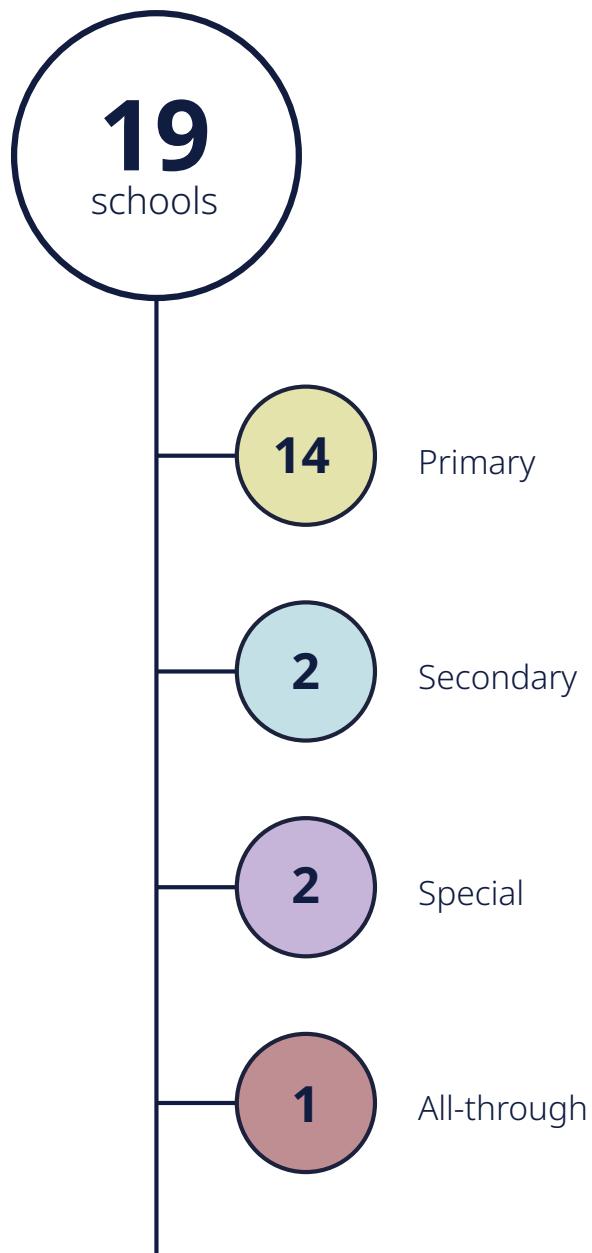
**Lisa Corby**  
Academy Improvement Lead

# Our Schools

Active Learning Trust encompasses 19 schools – eight in Cambridgeshire and 11 in Suffolk – including two special schools, two secondary schools, one all-through school and 14 primary schools. Of these, one special school and four primaries converted to academy status, while the remaining 13 operate as sponsor-led academies. Four of our schools opened as new establishments, gradually increasing their pupil intake year by year.

Our schools fall naturally into three designated geographical sub-regions – Ipswich, the Lowestoft area, and mid Cambridgeshire. This allows the Trust to apply so-called 'hub' level school-to-school support and collaborative working along with other mutually supportive arrangements. The synergy this creates has become a key way of working for Active Learning Trust teams and continues to develop further over time.

- The proportion of disadvantaged pupils in the Trust is above that found nationally.
- The proportion of pupils with an Education Health Care Plan is in line with national averages.
- The proportion of our pupils with Special Educational Needs and/or Disabilities and who speak English as an additional language are below national average.



# Job Vacancy

## Cleaner

**We are seeking a reliable and dedicated Cleaner to join our team at Gusford Primary School.**

This role is vital in supporting the day-to-day cleanliness of our school site, helping to maintain hygiene and safety standards throughout.

### Summary of Key Responsibilities

- Ensure our school remains a clean, safe and welcoming environment by performing daily cleaning tasks and reporting any safety hazards, faults or concerns promptly.
- Follow correct procedures for the safe use and storage of cleaning materials and equipment.

### Our People-First Philosophy

At Active Learning Trust, we invest in you from day one. We love working with specialists who are united by their skills and passion for shaping the future of education. We provide tailored coaching, leadership training and clear progression pathways that turn roles into fulfilling, lifelong careers. Guided by our values of open dialogue, bold thinking and supportive teamwork, we put your growth and well-being at the heart of everything we do - so that you can focus on making a real difference in our schools and beyond.

### Why Join Our Trust?

- Belong to a compassionate and inclusive trust that values you and the role you play.
- Work as part of an experienced and supportive team who will empower you to develop further.
- Gain access to our VivUp employee benefit system, Cycle to Work scheme and local government pension scheme.

### Contact

If you would like an informal discussion about the role, or for more information, please contact Paul Rivett, School Business Manager at: [privett@gusfordprimary.net](mailto:privett@gusfordprimary.net)



**Gusford  
Primary  
School**

### Location

Ipswich, Suffolk

### Contract

Permanent, Part-time  
10 hours per week  
44 weeks per year

### Salary (FTE)

ALT Grade A  
£24,320.00

### Salary (Actual)

ALT Grade A  
£6,350.86

# Job description

## Cleaner

**Salary:** ALT Grade A

**Academy Site:** Gusford Primary School

**Reporting to:** Site Manager

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### Main purpose

To carry out cleaning duties in and around the academy as directed. To deliver a clean and safe environment for pupils, staff and visitors.

### Duties and responsibilities

#### Cleaning and Preparation

- Undertake cleaning duties which may include dusting, emptying bins, picking up litter, sweeping, washing, vacuuming, scrubbing, buffing, polishing, toilet cleaning in areas of the academy
- Undertake specialised cleaning programmes during the academy closures or other designated periods, as directed
- Assist in the preparation of rooms and appropriate work areas e.g. meeting rooms, classrooms

#### Resources

- Restocking facilities e.g. soap, paper towels
- Report when stocks are low
- Store all equipment and chemicals used in the appropriate manner

#### Maintenance

- Work to ensure and maintain safety and security of the building and those within it

#### Systems, Policies and Procedures

- Escalate any safety issues to the line manager
- Work to expected standards and complete work within required timescales
- Report any faults with materials and/or equipment as necessary

## **Team Involvement**

- May demonstrate own duties to new or less experienced staff

## **Building Professional Relationships**

- Exchanges information with their supervisor, head teacher and other staff

## **Record Keeping and Information Management**

- May complete checklists to say work has been completed

## **Generic responsibilities of all Active Learning Trust employees**

- To consistently uphold the Trust's Aims, Visions and Values.
- To work in a co-operative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the academies and Trust.
- To work with children and young people within the framework of the academy in a courteous, positive, caring, and responsive manner.
- To take an active and positive role in the Trust's commitment to the development of staff and review procedures, undertaking training as required.
- To act in a professional way that is consistent with the values and expectations of the Trust.
- To be responsible for promoting and safeguarding the welfare of children and young persons.

The Active Learning Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance (via the Disclosure and Barring Service) in line with the need to create and maintain a safe culture.

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. It will be reviewed annually in conjunction with the appraisal process and planning for the next academic year. It will be reviewed, and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Reports to Manager.*

# Person Specification

## Cleaner

**E** = Essential / **D** = Desirable

Qualifications & Training		
Literacy and Numeracy – ability to follow written guidance and procedures	E	
Basic knowledge of first aid		D
Experience		
Previous cleaning experience		D
Has worked in a school or similar setting		D
Skills and Knowledge		
Ability to identify and resolve straight forward problems	E	
Ability to refer more complex problems to an appropriate member of staff	E	
Understanding of health and safety issues and willingness to undertake training	E	
Knowledge of chemicals and proper use of cleaning equipment	E	
Awareness of COSHH	E	

<b>Personal Qualities</b>		
Embody the Active Learning Trust's values: - I aspire, we achieve - We're curious, creative and bold - A family, not a house share - Comfortable being candid - Humour, humility, humanity	E	
Commitment to uphold the seven principles of public life (the <u>Nolan principles</u> ) at all times	E	
Commitment to maintaining confidentiality at all times	E	
Able to work in conditions that are generally unpleasant such as cleaning with toilets, dealing with waste, responding to minor hazards.	E	
Able to use regular physical effort such as bending, stretching, pulling and pushing cleaning equipment with occasional intense effort for moving furniture.	E	
<b>Equal Opportunities</b>		
Commitment to inclusion, equality and diversity	E	
<b>Safeguarding</b>		
Commitment to safeguarding and promoting the welfare of children and young people.	E	

# Application Process

## How to Apply

You can browse and apply for all Active Learning Trust vacancies by clicking the link below to access our recruitment platform. Once you have found the corresponding vacancy, click on the 'Apply Now' button to begin your application. You can save your application and return to it at any time. Please ensure you have completed and submitted your application before the deadline shown on the job advert.

**View current vacancies**

## Hints and Tips

To increase the chance of your application being considered for the role, please follow these steps:

- Use the Person Specification document to write your application. Consider using the headings and give examples where possible.
- Check for punctuation and grammar errors.
- Ensure your first referee is from your current or most recent employer. If you are employed within a school or academy, ensure you list your Headteacher as your first referee.
- All gaps in employment history must be explained. This should start from the date you left full-time education, including the summer holiday.



## Useful Information

As an equal opportunities employer, we welcome applications irrespective of race, gender, religion, disability, sexual orientation and/or age. We value the individuality and creativity that every worker potentially brings to the workforce.

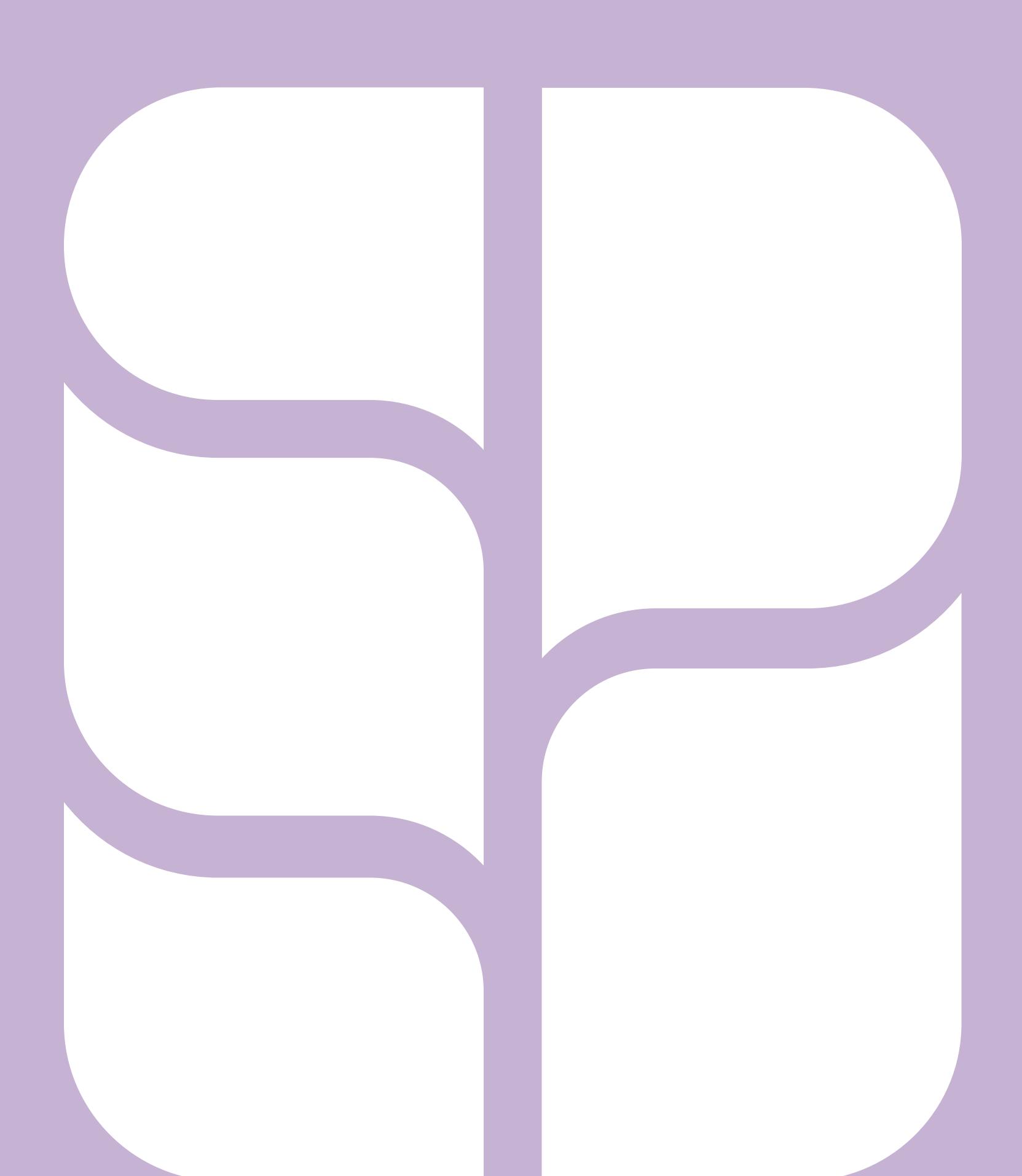
No CVs are accepted in line with requirements of Keeping Children Safe in Education, therefore all applications are required to be completed using the MyNewTerm platform.

The Active Learning Trust reserves the right to interview and appoint prior to the advert closing date. With this in mind, we encourage you to apply as soon as possible.

The Active Learning Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject to pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance in line with the need to create and maintain a safe culture. Please be advised that references may be requested prior to interview for roles within our academies, where permission has been given to do so via MyNewTerm.

Candidates are advised that, if shortlisted for interview, they will be subject to an online search of information in the public domain.

This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.



[www.activelearningtrust.org](http://www.activelearningtrust.org)