



**Triumph
Learning Trust**

Applicant Information Pack



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COVENTRY
Building Society



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Green
School



Job Advert in Brief

Cleaner

Hours per week: 16 hours, 15 minutes
(15:00 pm - 18.15pm)

Term Time 39 weeks

Salary: Grade 1, Point 3 £24,795.86 FTE
pro rata £9,493

Alderman's Green Primary School

Alderman's Green Road, Coventry, CV2 1PP

024 7668 8918

admin@triumphtrust.co.uk

www.aldermansgreen.com

Alderman's Green Primary School is looking to appoint a reliable, hardworking and conscientious Cleaner to join our dedicated school team.

The successful candidate will help to maintain a clean, safe and welcoming environment for our pupils, staff and visitors. Duties will include cleaning classrooms, communal areas, toilets and other areas of the school, ensuring high standards of cleanliness are maintained throughout.

There is a strong commitment to support professional development and opportunities for employees to advance their careers ensuring staff can continuously enhance their skills and succeed in their roles.

The Cleaner application form and supporting documents for this post are available on the school website: <https://www.aldermansgreen.com/about-us/vacancies/>

Curriculum Vitae (CV) are not accepted.

The school is committed to safeguarding, promoting the welfare of children and to equality of opportunities. **An enhanced DBS will be required for the post.**

Closing Date: 15th September 2026



“Coming together is a beginning; staying together is progress; working together is success”

Dear Applicant,

We invite you to come and join Triumph Learning Trust, a community where everyone will flourish and succeed through collaboration, innovation and aspiration. Creating together a place where all belong whilst celebrating the unique identity of each individual.

We're incredibly proud of the work that we do for our pupils and we're proud of how we do it. Our 5 exceptional schools have their own unique identity underpinned by the principle that relationships are at the heart of everything we do. We exist to transform the life chances of our children and young people. Every decision we make is about the children and young people we serve, their learning experience and their personal development.

Our strength lies in our commitment to collaborate and share excellent practice between all our schools. We believe that the best schools are those that offer the best development opportunities to staff. We believe in the retention of our staff, of developing them through high quality CPD and sustaining them through a wide range of opportunities.

Triumph Learning Trust provides an efficient, effective shared services team who are able to be highly responsive to the needs of our schools. School Improvement is key and we endeavour to ensure the highest proportion of our expenditure is focused on providing highly effective CPD for all of our staff.

We believe that accessing the best training, the best coaching, the latest research, the best practice, locally, nationally and internationally... gives us the best opportunity to succeed now and everyday.

We hope that you will take the opportunity to find out why working for Triumph Learning Trust is a positive career decision for you.

Triumph Learning Trust came into existence on 1st September 2024. We uphold the principles of collaboration, innovation and aspiration. We believe that everyone is welcome in our schools with a 'no limits' culture. We are committed and determined to enable all of our learners to be ambitious and optimistic for their future.

Our success is driven by a commitment to relentlessly working to improve standards. The Trust has two partner primary schools in Coventry and two primary and a secondary school in Rugby. We look forward to working with other schools who share our values and ambition.

We believe that an aspirational and inspirational education is the right of every child.

Our Trust was created with one sole aim. For member schools to deliver, through partnership and collaboration, an outstanding learning experience for all children so they flourish and thrive enabling them to achieve their own individual excellence.

We have a strong board of committed and passionate Trustees and Members who work closely with schools and their Local Accountability Boards to challenge and support leaders in all that they do.

We strive to maintain schools which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.



-  Rugby Free Primary School
-  Rugby Free Secondary School
-  Courthouse Green Primary School
-  Alderman's Green Primary School
-  Cawston Grange Primary School

Triumph Learning Trust: Working with Partners who share our ambition to innovate in an inclusive environment



464+

Employees



5

Schools and
Counting



3,171

Students



11

Trustees /
Members



4

Resource
Provisions for SEND

Ofsted

Performance

[Click here for Ofsted Reports to Triumph Learning Trust Schools](#)

[Cawston Grange Primary School](#)

[Rugby Free Primary School](#)

[Rugby Free Secondary School](#)

[Alderman's Green Primary School](#)

[Courthouse Green Primary School](#)

“ Leaders take action to ensure that pupils who need help, get the support they need. ”

“ All pupils, including those with special educational needs and/or disabilities (SEND), achieve exceptionally well. ”

“ Pupils develop an informed understanding of global issues and show high levels of respect and consideration for others. ”



Strategic Framework

The Vision, Mission and Values ensure the Trust are aligned and working toward long-term goals and objectives.



Aspiration

Innovation

Collaboration



Mission

Achieving quality and resilience in all that we do.



Vision

Triumph Learning Trust, a community where everyone will flourish and succeed through collaboration, innovation and aspiration. Creating together a place where all belong whilst celebrating the unique identity of our schools.



Values

Aspiration



Innovation



Collaboration





Family Friendly Leave

Enhanced Maternity, Paternity, Adoption Leave



Lifestyle Discounts

e-vouchers, gift cards, top up cards, discount codes, local discounts



Annual Leave

Support Staff, 25 days per year, plus bank holidays



Home and Electronics Scheme

Salary sacrifice scheme: Buy up to 1000s of items fulfilled by Currys, Decathlon, John Lewis & Partners etc.



Cycle to Work Scheme

Salary Sacrifice scheme: Savings on bike/bike equipment



Gym Membership

Salary sacrifice scheme: Save and spread the cost of annual health club memberships.



Discounted EV Charging

Savings on electricity charging rates to employees whilst at the school with these facilities.



Discounted Use of School Facilities

We work with Community Lettings UK to manage community use of facilities at its schools.



Refer a Friend Scheme

Our scheme entitles you to receive £250.00 per referral



Private GP Services

24/7 online private GP services, available to employees and dependents. (not partners or spouses)



Outstanding Pension Scheme

Auto enrolment into either the Local Government or Teacher Pension Schemes.



Employee Assistance Program

24/7 in the moment support via telephone helpline.



Eye Tests

Free eye tests for all employees through Specsavers Corporate Voucher Scheme, with £50 credit towards glasses.



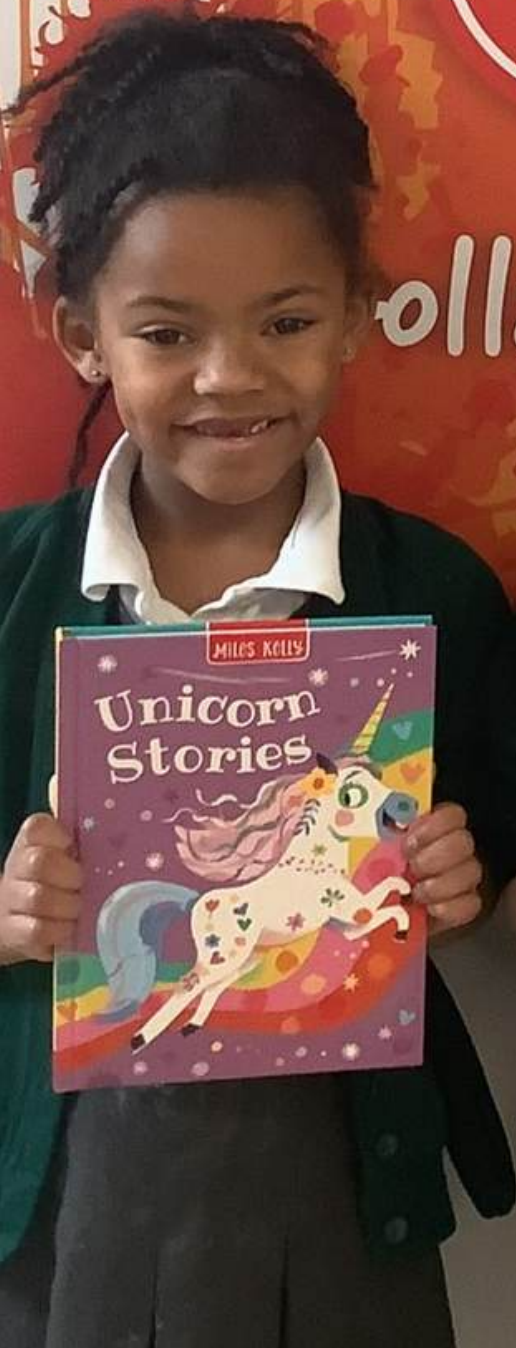
Continuous Professional Development

Enhancing employees skills and knowledge through regular training, education and learning opportunities.

Our Core Values



collaboration





ALDERMAN'S GREEN PRIMARY SCHOOL

Alderman's Green Primary School

believe that every child can achieve their goals if we work together with families to give children the very best education.

We strongly believe in the power of positive relationships and will support children to develop these relationships, with both teachers and friends, that will help them be successful learners and to thrive in all aspects of school life. We want to ensure that we use every moment for children to be the very best that they can be.

Our strap line at Alderman's Green Primary is "Alderman's Green: where we believe in everyone and everyone believes in us". Our curriculum and Core Values support all of our children to develop a confidence in themselves and their abilities, knowing they can achieve their goals showing resilience and a pride in their achievements.



Job Description



CLEANER

Salary	Grade 1, Point 3	£24,795.86 FTE, £9,493 Pro rata
Contract	Permanent	
Hours	16 hours 15 minutes per week (3pm - 6.15pm), 39 weeks per year	
Working Pattern	One week during the school holidays will be required for deep cleaning. Hours will be agreed in advance with the Head Cleaner and Site Officer.	
Responsible to	Site Manager	
Start Date	As soon as possible	

Job Purpose

Working as part of our school team, you will help ensure that the school is maintained to a consistently high standard of cleanliness and hygiene.

Main Duties and Responsibilities

- Cleaning designated areas of the school to a consistently high standard, following the Trust's Cleaning Standards and Checklists.
- Sweeping, mopping, vacuuming, buffing and washing floors.
- Dusting and polishing surfaces, furniture, fixtures and fittings.
- Cleaning toilets and shower areas to a high standard of hygiene.
- Emptying bins and ensuring waste is dealt with appropriately.
- Cleaning windows and other designated areas as required.
- Using cleaning equipment, including powered equipment where appropriate, safely and effectively.
- Using cleaning products and materials correctly and in accordance with agreed procedures and COSHH requirements.
- Moving furniture and equipment where necessary to ensure areas are cleaned thoroughly.
- Being alert to potential hazards, damage, spillages or maintenance issues and reporting these promptly.
- Helping to ensure that classrooms, corridors, toilets and shared spaces are safe, clean and ready for children and staff each day.
- Opening and locking doors as required and managing keys responsibly.
- Working closely with the Site Manager and colleagues to maintain high standards across the school.
- Supporting cleaning at other schools within the Trust when required. Where necessary, transport may be arranged or mileage paid.
- Undertaking relevant training and any other reasonable duties within the scope of the role.

What are we looking for?

Most importantly, we are looking for someone who cares.

You will ideally be someone who:

- Takes genuine pride in their work and has high standards.
- Has a strong eye for detail and doesn't simply do the minimum required.
- Understands the importance of cleanliness and hygiene in a school environment.
- Is reliable, responsible and takes ownership of their work.
- Works well as part of a team but can also work independently and use their initiative.
- Is able to spot when something needs attention and takes action rather than waiting to be asked.
- Understands that their work contributes directly to the health, safety and wellbeing of children and staff.
- Is respectful, approachable and professional when working around children, staff and visitors.
- Is willing to learn and follow safe working practices and Trust procedures.
- Has a positive attitude and is committed to maintaining a welcoming environment for everyone.

Why this role matters

- Our cleaners are an important part of our school community.
 - The work you do may happen behind the scenes, but its impact is seen every day. A clean classroom helps children settle and learn. A hygienic toilet helps protect their health. A clear, safe corridor helps prevent accidents. A well-maintained school helps children feel cared for and valued.
-

Safeguarding

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify students who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To consider at all times what is in the best interests of the child
- To protect students from maltreatment; preventing impairment of student's health or development; ensuring that students grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all students to have the best outcomes

Other Specific Duties

- To continue personal development as agreed
- To engage actively in the performance review process
- Establish and maintain effective relationships and communication with staff, parents and students
- Uphold the high standards of the school in all communications.
- Adhere to the schools policies.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to adhere to Alderman's Green Primary School Code of Conduct
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

Generic Responsibilities of all Alderman's Green Primary School

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or comes into contact with. Part of this responsibility involves the checking of visitor identification at the point of school entry and the issuing of relevant safeguarding information.
- Ensure all tasks are carried out with due regard to Health and Safety
- To remain confidential at all times
- To undertake appropriate professional development including adhering to the principle of appraisal
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity professionalism

Person Specification



Attributes	Essential It is essential candidates can provide evidence of:
Knowledge	• Basic understanding of health and safety requirements in a cleaning environment • Understanding of the importance of cleanliness and hygiene in a school or similar environment • Willingness to learn and follow safe working practices, including COSHH procedures.
Skills and Abilities	• Able to clean to a consistently high standard • Good attention to detail and takes pride in producing a thorough and professional standard of work. • Able to follow verbal and written instructions. • Able to organise and prioritise cleaning tasks effectively • Able to work to varying deadlines. • Have a reasonable level of fitness to be able to: - lift and move cleaning equipment and furniture, in accordance with moving and handling procedures - bend and stretch on a regular basis - Operate machinery, including the buffing machine . • Able to work without constant supervision. • Able to work as part of a team. • Able to adhere to the Council's Equal Opportunities Policy.
Experience	• Previous cleaning experience is desirable but not essential, as training will be provided. • Evidence of reliability and taking responsibility for completing tasks to a high standard.
Personal Attributes	• Reliable, punctual and dependable
Education / Training	• No specific qualifications are required • Willingness to undertake relevant training.
Special Requirements	• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.



If you feel that you could bring further impetus to our drive to improve the provision for our students and have the necessary energy, enthusiasm and sense of humour to take us forward at this exciting time, then please get in touch.

To arrange an informal discussion or visit to the school, please contact:

School Enquiries

-  [024 7668 8918](tel:02476688918)
-  fbegum@triumphlearning.org
-  www.aldermansgreen.com

Feel free to contact HR if you have any questions regarding the recruitment process, require further information about the position, or need assistance with your application.

HR Enquires

-  02476 688918
-  hr@triumphlearning.org
-  triumphlearning.org

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date shown but in consultation with the post holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

We reserve the right to withdraw this vacancy at any time.

Triumph Learning Trust is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check. Triumph Learning Trust are always happy to receive speculative applications from excellent teachers and support staff.

All teachers are subject to the conditions of employment set out annually in the School Teachers' Pay and Conditions Document (STPCD). This job description reflects the National Standards for Teachers which are used by the school alongside our own agreed Career Stage Expectations.



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 www.triumphlearning.org  facebook.com/TriumphLearningTrust  triumph-learning-trust  triumph_learning_trust

