

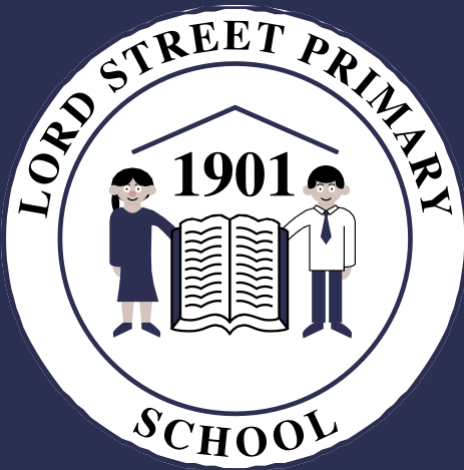
# Candidate application pack



**Lord Street  
Primary School**

**Cleaning Coordinator**

# A message from the Headteacher



**We are a school in the heart of Colne who strive to ensure our pupils receive an excellent educational experience.**

Our mission is for our children to leave as well-rounded, confident individuals. By promoting our school values of Ambition, Respect and Collaboration, we promote a learning environment where our children are happy and safe. Our role is to shape every child and fill them with ambition and resilience so that they can succeed in later life.

Our teaching methods are evidence based, giving each child the tools needed to become the very best version of themselves. We, as a dedicated staff team, aim to Inspire, Include and Innovate each child and thrive on those lightbulb moments, giving them confidence to release their potential.

Whilst this application pack provides a lot of interesting information, it is no substitute for a visit to our school. We welcome you to talk with our pupils and the staff, to walk around our exceptional school, and to get a feeling for what it would be like to be a member of the community at Lord Street Primary School.

**Gaynor Canty**  
Headteacher

# A message from the **Chief Executive**



I am both proud and excited to have been given the opportunity to lead the Trust in this next stage of its development, and to work with other school and trust leaders locally to ensure the very best education for young people in Craven, Pendle and across the wider region.

Apex Collaborative Trust is a vibrant, cross phase multi academy trust formed by the merger of the Pennine Trust and South Craven Academy Trust.

Our trust consists of 2 secondary schools and 3 primary schools. South Craven School also has a large sixth form. We are delighted that Pendle Vale College, in Nelson, will be an associate member of the trust and has indicated an intention to join fully within the next 12 months.

**John Tarbox**  
Chief Executive Officer

# Apex Collaborative Trust

Apex Collaborative Trust is a values-led organisation. Our core values of Ambition, Collaboration and Trust are fundamental to our approach and shape our culture. We believe establishing a strong culture is the most important ingredient for our success, so that we create an ideal environment for learning where all members of our trust community can flourish. We are also committed to providing fantastic opportunities for our young people, so that they can fulfil their aspirations now and in the future.

## Ambition

### Inspiring excellence & growth

- We set high expectations for our students, staff, and leadership.
- We challenge the status quo, encouraging innovation and creativity in education.
- We believe in potential empowering individuals to reach new heights in their learning and careers.
- We celebrate success, recognising achievements at every level.

**In Action:** We provide cutting-edge professional development, encourage students to dream bigger, and support schools in raising academic and personal aspirations.

## Collaboration

### Stronger together

- We share best practices, creating a network where knowledge flows freely.
- We support and challenge each other, working together to find solutions.
- We listen and respect diverse perspectives, ensuring every voice matters.
- We value teamwork, building relationships that foster trust and openness.

**In Action:** Schools under the trust work as partners, not competitors, pooling resources and expertise to deliver the best education possible.

## Trust

### Integrity, transparency, & accountability

- We do what we say we will do, building confidence in our leadership.
- We communicate openly and honestly, ensuring transparency in decision-making.
- We hold ourselves accountable, measuring success by our impact.
- We foster a culture of psychological safety, where staff and students can thrive without fear of failure.

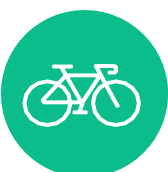
**In Action:** We ensure clear communication with parents, staff, and students, always acting with honesty, fairness, and responsibility.

Our trust and our schools must be rooted in our community. Many local families have an association with our schools across many years and even generations. Deep relationships help us to develop knowledge and understanding of the community and to form effective partnerships with other institutions. These partnerships support holistic development of young people.

## Staff benefits

All non-teaching employees will be enrolled into the Local government Pension Scheme which:

- is a secure pension that will keep up with the cost of living,
- provides life cover for your family and loved ones in the event of your death
- provides tax relief on any contributions deducted from your salary
- offers the option to decrease or increase your pension contributions
- offers the option to transfer in any previous pensions you hold within 12 months of joining.



**Bike 2 work  
scheme**



**CPD  
opportunities**



**Employee  
assistance  
programme**



**Local  
discounts**



**Occupational  
health support**



# Safeguarding statement

At Apex Collaborative Trust, the welfare of children is paramount and all schools are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

All staff will be expected to take responsibility to safeguard and promote the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

All post holders are subject to an enhanced DBS check. Our policy and practice are in line with the current Department for Education's 'Keeping Children Safe in Education' statutory guidance.



# Cleaning Coordinator



<b>Salary Range:</b>	Grade 4 (SCP 4 £25,185- SCP 6 £25,989 fte)
<b>Part-time Salary:</b>	£13,613 to £14,048
<b>Contract Type:</b>	Part Time/ Full Year (Monday- Friday -15:00pm-19:00pm)
<b>Contract Term:</b>	Permanent
<b>Start Date:</b>	ASAP
<b>Closing Date:</b>	noon on 06/03/2026

We are seeking to appoint a highly motivated and enthusiastic Cleaning Coordinator. The postholder will contribute to the smooth running of the school by coordinating and overseeing all cleaning activities to ensure agreed quality standards are consistently met.

Responsibilities will include the organisation, supervision, and monitoring of cleaning staff, ensuring cleaning schedules are followed effectively, maintaining high standards of cleanliness and hygiene across the site, and managing cleaning equipment and supplies.

## Apex Collaborative Trust

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## Why choose Lord Street Primary School?

An ambitious, happy and vibrant place to work with a family of supporting colleagues who are committed to promoting a warm and friendly atmosphere.

- A strong team of staff who work together with a common goal
- A supportive Central Trust Team who believe that through strong collaboration, all children within our trust will have better outcomes.
- Excellent professional development opportunities.

## We are looking to recruit an individual:

with excellent practice and a strong commitment to working as part of a team, who are keen to support the development of our pupils' education across the school.



# Job Description

<b>POST:</b>	<b>Cleaning Coordinator / Site Assistant (Evening)</b>
<b>GRADE:</b>	Grade 4 (SCP4 –SCP 6)
<b>PAY:</b>	SCP 4 £25,185– SCP 6 £25989 fte
<b>ACTUAL:</b>	£13,613 to £14,048
<b>CONTRACT TYPE:</b>	Permanent
<b>HOURS PER WEEK:</b>	20hpw (15:00pm – 19:00pm) Monday - Friday
<b>WORKING WEEKS:</b>	Part Time/ Full Year Contract
<b>RESPONSIBLE TO:</b>	Operations Manager
<b>JOB PURPOSE:</b>	<p>To work with the Site Supervisor in maintaining the security, safety, cleanliness and upkeep of all school buildings, grounds and facilities to ensure a secure, safe and hygienic environment for all building users.</p> <p>Responsible for coordinating the cleaning team, as directed by the Site Supervisor, to ensure high standards of cleanliness throughout the school.</p> <p>The Trust is committed to safeguarding and promoting the welfare of our pupils and young people. We have robust Child Protection and Safeguarding Policies and all staff will receive training relevant to their role at induction and throughout employment and we expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Operational</b>	<ul style="list-style-type: none"> <li>Responsible for ensuring the security of the building and site in the evenings</li> <li>To undertake general portering duties whilst on site to include moving furniture &amp; equipment on site</li> <li>Receive deliveries to the site</li> <li>Responsible for locking and securing the school site in the evenings</li> <li>Act as a designated key holder, providing response to emergency calls.</li> <li>To coordinate the cleaners and assist with cleaning duties to include: <ul style="list-style-type: none"> <li>General dusting of furniture, fixings and fittings</li> <li>Dust control mopping/sweeping of floors</li> <li>Vacuuming floors</li> <li>Cleaning and polishing floors using electrical buffing machine</li> <li>Damp/wet mopping of floors</li> <li>Polishing furniture, cleaning internal glass</li> <li>Cleaning of sanitary fittings</li> <li>To use cleaning materials as instructed</li> <li>Specialist cleaning (e.g. stripping &amp; sealing of floors)</li> <li>Collect and assemble waste for collection</li> <li>Wiping surfaces, fixtures and fittings &amp; paintwork</li> <li>To ensure outside areas are safe / clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions eg. snow.</li> </ul> </li> <li>To support the maintenance of the building by checking and replacing light fittings, undertaking minor repairs (not requiring a contractor) of a range of equipment and buildings</li> <li>Assist the site supervisor in undertaking compliance checks</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as directed by site supervisor / management.</li> <li>To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> <li>Perform duties in line with health &amp; safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately</li> </ul>
<b>Supervising /</b>	<ul style="list-style-type: none"> <li>Coordinate evening cleaners as directed by site supervisor.</li> </ul>

<b>Coordinating</b>	<ul style="list-style-type: none"> <li>• Provide basic training to cleaners as required.</li> <li>• To participate in the training and development and performance management processes within the school</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Communicate effectively with other members of staff and pupils.</li> <li>• Communicate issues in a timely manner to site supervisor / operations manager / headteacher.</li> <li>• Welcome contractors onto the site as appropriate</li> </ul>
Administration / other	<ul style="list-style-type: none"> <li>• To participate in the training and development and performance management processes within the school</li> <li>• Store equipment and products safely and securely</li> <li>• Order, stock control and store cleaning and caretaking equipment and products safely and securely</li> <li>• To fulfil the necessary administrative tasks associated with the responsibilities of the post.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the Trust's policies and supporting documentation in relation to GDPR, Data Protection, Information Security and Confidentiality</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Within own area of responsibility work in accordance with the aims of the Equality Policy Statement.</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• Whilst this job outline provides a summary of the main responsibilities of the post, these may need to be adapted and adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Apex Collaborative Trust requires that all employees offer the best level of service to customers and behave in a way that inspires excellence and enthuse confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>• Apex Collaborative Trust requires a commitment to its mission, vision and values and to always have due regard to equality, diversity, dignity and respect.</li> </ul>



# Person Specification

## Role: Cleaning Coordinator / Site Assistant

	Essential	Desirable	How measured
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A willingness to train to achieve relevant qualifications linked to role</li> </ul>	<ul style="list-style-type: none"> <li>NVQ in cleaning and support services OR equivalent experience or equivalent</li> <li>First aid certificate</li> <li>Health &amp; Safety qualifications</li> </ul>	A/C A/C  A/C
<b>Experience</b>	<ul style="list-style-type: none"> <li>Awareness of Health &amp; Safety</li> <li>Experience of undertaking general cleaning and site caretaker duties</li> <li>Experience of carrying out minor repairs</li> <li>Good literacy and numeracy skills</li> <li>Ability to use tools for making minor repairs</li> <li>Knowledge of moving and handling procedures</li> <li>Experience of working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school or similar setting including children</li> </ul>	A/I/R A/I/R  A/I/R  A/I I/R  A/R/I  I/R
<b>Attributes</b>	<ul style="list-style-type: none"> <li>Ambitious and reflective of own strengths and areas for development</li> <li>Respectful of others</li> <li>Collaborative with school and wider community and commitment to the school's ethos</li> <li>Resilient</li> <li>Shows initiative and good judgement skills</li> <li>Maintains confidentiality</li> <li>A good attendance and punctuality record</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>		I/R   I/R I/R  I/R A/I/R  I/R
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>Good communication skills, both written and verbal.</li> <li>Ability to manage time effectively to complete tasks</li> <li>Ability to work both alone and within a team to achieve specified standards</li> </ul>		A/I/R  A/I/R  I/R

Key  
 A – Application  
 R – Reference  
 I – Interview  
 C – Certificate

# How to Apply

If you share our core values and meet the criteria for the role, please apply by following the process below.

Follow the link to complete an application form:

<https://mynewterm.com/jobs/145818/EDV-2026-CLSS-05589>

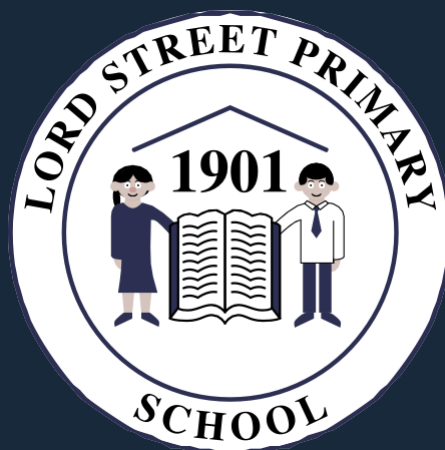
- In your personal statement, please include how your skills and experiences have prepared you for this post. Please pay particular attention to the job description and person specification whilst completing this section with a focus on your suitability for the post gained from past experiences.

**Closing date for applications is noon on:  
06/03/2026**

*CVs will not be accepted. It is standard practice in the education sector to seek references for shortlisted candidates prior to interview.*

*The Apex Collaborative Trust is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure. Our policy and practice is in line with the Department for Education's 'Keeping Children Safe in Education' Guidance'.*





Lord Street Primary School, Lord Street,  
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