



**LEARNING**  
ACADEMIES TRUST

# MEALTIME ASSISTANT RECRUITMENT PACK

## FORD PRIMARY SCHOOL

**BELIEVE YOU CAN, TOGETHER WE WILL**

## About the Learning Academies Trust

The Learning Academies Trust was originally formed by three Plymouth primary schools in November 2016 and has grown from there. In terms of pupil numbers, the Trust is now the largest primary school MAT, or Multi Academy Trust in the city of Plymouth.

The Learning Academies Trust is a family of schools dedicated to delivering outstanding education to all our children, whatever their starting point or background. Our Trust's mission is:

**Together we will...** work with our children, families, and communities to provide exceptional learning opportunities for all our children

All of our schools are committed to the following values:

**Aspiration    Excellence    Collaboration    Inclusivity    Kindness    Respect**



We know that with great leadership, inspirational teaching, caring pastoral support and hard work, every child in every one of our schools can succeed. By joining our Trust, you will become part of an inspiring group of people, committed to shaping a great future for our city's children.

The Learning Academies Trust is comprised of 18 Primary Schools across the city of Plymouth and delivers exceptional education to approximately 5000 children and employs over 900 members of staff. Each school has a unique identity and set of values but are joined together in their aspirations for their communities. For more information about the Trust, our schools and what we do, check out our website [www.learningat.uk](http://www.learningat.uk)

## A message from our Chair of the Trust Board...

Thank you for your interest in joining Learning Academies Trust. Whether you are at the beginning of your career or bringing years of experience, we are delighted that you are considering becoming part of our community.



At Learning Academies Trust we are committed to providing outstanding education that prioritises our children's needs. Our Trust is proudly made up of 18 primary schools, each united by a shared belief in the power of education to transform lives. Central to our mission is a deep and enduring commitment to improving the life chances of disadvantaged children, and this shapes our strategic decisions and every aspect of our culture. We know that when a child is given the right support, challenge and care, there is no limit to what they can achieve—and every member of staff plays a vital role in making this a reality.

Our values—**Collaboration, inclusivity, kindness, and respect**—are at the heart of who we are. They guide how we work with one another, how we engage with our children, families, and communities, and how we face challenges and opportunities together. These values are grounded in our shared sense of **purpose, ambition, and care**, driving us to strive for excellence while nurturing a culture where every individual is seen, heard, and supported.

As a Trust, we believe in investing in our people. When you join us, you join a team that celebrates professional growth, encourages innovation, and places strong relationships at the centre of its work. We want every colleague to feel valued and empowered to make a meaningful difference.

If you share our ambition and feel inspired by our mission, we look forward to welcoming you. Together, we can continue to create exceptional schools where all children—and all staff—can thrive.

Mrs Debbie Taylor

## A message from our CEO...

This is an exciting time to be considering a career with us at the Learning Academies Trust. As a Primary phase family of local schools, we have high expectations to deliver the very best for our children.



If you are passionate about working with us and the children in our schools, we'd love to hear from you. Information about the role and the school you are applying for are detailed in this pack and for wider Trust wide news and information, please check out our website or Twitter feed @learningatceo.

If you would like any further information or a conversation about the Trust, then there is no better way than to do this in person.

Please contact our Trust HR Team to arrange a time to talk [hr@learningat.uk](mailto:hr@learningat.uk)

Mr Simon Spry

## About Ford Primary School

Executive Headteacher: Mr David Sammels

Location: Cambridge Road, Ford, Plymouth, PL2 1PU

Approximate number of students: 210

Approximate number of staff: 40



### Message from the Executive Headteacher

Ford Primary School is a very popular, one form entry in the heart of Plymouth. With around 210 children from Nursery to Year 6, we pride ourselves on being a family centred school, with many of parents and grandparents having attended.

The older part of the building, built in 1895, is home to our Key Stage 2 classes, our two halls and our amazing library! This is joined to our newer building, which is home to our Foundation and Key Stage 1 classes, by our entrance and office block.

Plymouth is our main focus, our curriculum is designed to inspire and engage our children, supporting them through music, art, PE and many other subject areas. We strive to ensure our children have a number of core values, such as to be caring and respectful, all of which will help them in their future lives.

With a fantastic team, great children and an engaging community, we aim to ensure every child can achieve their potential and reach for the stars!

David Sammels, Executive Headteacher

### Mealtimes Assistant

<b>Location</b>	Ford Primary School
<b>Grade</b>	A2
<b>Terms of contract</b>	Temporary
<b>Salary FTE</b>	£24,413
<b>Actual annual salary</b>	£5,027
<b>Hours/weeks</b>	8.75 hours per week/38 weeks per year
<b>Closing date</b>	2nd March 2026
<b>Proposed interview date</b>	TBC
<b>Anticipated start date</b>	ASAP

To provide a high level of cleanliness throughout the school premises, whilst being aware of the security needs and adhering to Healthy and Safety guidelines.

### **Key Roles and Responsibilities**

- To clean the school premises as allocated by the caretaker, following a cleaning rota with daily, weekly and term time components to ensure that all areas are kept in a clean and hygienic condition.
- Duties will include cleaning, vacuum cleaning, emptying of litter bins, washing, sweeping, polishing and dusting of the designated areas, which may include toilets, shower areas, fixtures and fittings, using where appropriate powered equipment. External cleaning duties in playgrounds, paths and drains as requested.
- To follow Healthy and Safety guidelines, safe use and maintenance of cleaning equipment reporting any defects to machinery and buildings.
- To be aware of and adhere to the security needs of the premises.
- To attend training sessions when requested.
- To complete forms as requested.
- Report shortfall in stock to the Line Manager.
- To act as emergency key holder as and when required.
- Undertake other duties as directed and commensurate with the grading of the role.
- Comply with and support the schools' policies and procedures relating to Safeguarding, GDPR, Health and Safety, school security and report any concerns to the appropriate person.

### **PERSON SPECIFICATION**

<b>Job Title</b>	School Cleaner
<b>Location</b>	Ford Primary School
<b>Grade</b>	Grade A2

Attributes	Essential	Desirable
<b>Education/ Qualifications</b>	Ability to follow instructions and guidance whilst working independently	Experience of working within COSHH regulations
<b>Experience</b>	Experience of working in unpleasant working conditions while undertaking cleaning duties	.
<b>Skills/Knowledge/ Aptitude/</b>	Judgement is required for identifying cleaning materials and methods dependant on surfaces and objects being cleaned and also to identify whether to move paperwork or other items in classrooms, offices or staff rooms.	

	<p>Interpersonal skills for communicating routine job related information mainly with colleagues but could include other people within the school environment.</p> <p>Operation of a range of mechanical cleaning aids including vacuum cleaners and floor polishers.</p> <p>Follow the cleaning daily, weekly and term time cleaning rota.</p> <p>Ensure the area being cleaned is safe for colleagues and students.</p> <p>Safe use and maintenance of cleaning equipment reporting any defects to machinery and buildings.</p>	
<b>Motivation</b>	<p>Work within the requirements of the School's Health and Safety policy, performance standards, safe systems of work and procedures.</p> <p>Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</p> <p>Respond positively to professional feedback.</p>	
<b>Physical</b>	<p>Physical ability to move equipment and furniture in order to complete tasks.</p>	

	General awareness required with short periods of concentrated attention when cleaning areas populated with colleagues or students.	
--	--	--

## Working for our Trust

By working within our Trust, you will be part of a team of people who want to make a difference in the lives of the children and communities we serve. Whether you are joining us in a teaching capacity or a support service position, you will become vital in helping to shape the futures of the next generation for our city.

The Learning Academies Trust strives to be an employer of choice in the southwest. We are committed to developing our employees to their full potential and take great pride in the availability of learning and development resources for our staff. From training days to an extensive package of e-learning courses, you will have a wealth of opportunities available to develop your skills and experience.

## Employee benefits



In January 2020, the Learning Academies Trust became the first education employer in Plymouth to achieve the Livewell Southwest Wellbeing at Work Bronze Award. The Trust is committed to supporting the wellbeing of all staff and is proud to work closely with official bodies to ensure we have a holistic approach to staff wellbeing.

As a Learning Academies Trust employee, you will have access to a growing list of benefits to support you both professionally and personally. Our benefit package includes:

- Free counselling services for personal or professional support
- Cycle Scheme
- Employee Newsletter
- Regular recognition awards
- DSE Eyecare scheme
- iHASCO online training courses
- Annual flu vaccination
- Annual health check
- Discounted gym membership

## How to apply

If you believe you can demonstrate the dedication, skills and passion required, we look forward to receiving your application. Please click the link to submit your application form. Please note – we do not accept CVs. Completed applications should be submitted prior to the closing date.

Please note, the closing date is for guidance only. Successful applicants will be invited to interview at the earliest available opportunity. Learning Academies Trust reserves the right to close the vacancy early if a suitable candidate is found.

With 18 schools, we are regularly looking for passionate people to join our teams. If there are no vacancies currently, but you would like to register your interest for future vacancies, please join our talent pool and we will be in touch as soon as we have a suitable position.