

Site Supervisor/Cleaning Operative

Application Pack

Iceni Primary Academy
Main Street, Hockwold,
Norfolk

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01. Welcome from the CEO

Welcome from the Chief Executive

Thank you for your interest in joining Academy Transformation Trust. Choosing the right next step in your career is an important decision, and I am delighted that you are considering doing so with us.

At ATT we are driven by a simple but profound belief: every child can and should become capable, competent, and confident. Our purpose is to transform lives through education, and our strategy, ATT2030, sets out how we will achieve this for every pupil, every colleague, and every community we serve.

We know that people are at the heart of everything we do. Our trust thrives because of the talent, dedication, and values of our colleagues. If you choose to join us, you will become part of a high-trust, high-accountability organisation where principals are empowered to lead, colleagues are supported to grow, and everyone is united in the moral purpose of education.

We are ambitious for our pupils and ambitious for our people. Across the trust you will find a culture of collaboration, professional excellence, and deep care for one another. We celebrate hard work, integrity, and teamwork, and we create opportunities for everyone to flourish.

I wish you every success with your application. Whether or not you go on to join us, I hope you will recognise that ATT is a community committed to excellence, to belonging and becoming, and to ensuring that all of us – pupils and adults alike – leave more capable, more competent, and more confident than when we arrived.

With best wishes,



Mark McCourt
Chief Executive Officer



02. About Academy Transformation Trust

About Academy Transformation Trust

At Academy Transformation Trust (ATT), our ambition is that every person who passes through our schools and colleges becomes an educated person – able to take a rightful place in the community of educated people and to join what Robert Maynard Hutchins called “the Great Conversation.” An ATT education stresses history, the scientific mode of thinking, the disciplined use of language, a wide-ranging knowledge of the arts and religion, and the continuity of human enterprise. We aspire for everyone, regardless of their starting point, to leave us capable, competent, and confident.

Our Values

ATT2030 sets a values-driven culture that is explicit about how we work and lead:

- **Belonging & Becoming:** we meet each child where they are and refuse to leave them there – giving them both roots and wings.
- **Integrity & Excellence:** we act ethically, celebrate excellence, and pursue high standards in all that we do.
- **High Trust, High Accountability:** decision-making sits close to pupils and communities; principals are trusted as strategic leaders; the central team acts as expert partner; accountability is professional, dialogic, and focused on learning and improvement.

Our Three Goals

Everything in ATT2030 is organised around three interlinked goals that describe the kind of people – pupils and adults – we are forming:

- **Capable:** equipped with the knowledge, skills, and emotional readiness to perform to a high standard, adapt to change, and contribute meaningfully.
- **Competent:** possessing the knowledge, habits, and judgement to get things done – well, reliably, and independently – handling setbacks and making steady progress.
- **Confident:** feeling safe, happy, and known – secure enough to take risks, speak up, and grow with purpose and integrity.



Our Nine Aims (by 2030)

These goals translate into nine aims that define success for ATT by 2030:

Capable

1. Professional Excellence – skilled professionals delivering consistently high standards.
2. Fluent Learners and Thinkers – confident, curious learners fluent in communication and technology.
3. Multiple Pathways to Success – diverse routes that recognise varied talents and passions.

Competent

4. Purposeful, Knowledge-Rich Learning – rigorous, meaningful learning that enriches lives.
5. Unwavering Focus – purposeful use of time and energy on what matters most.
6. Strength Through Challenge – resilience built by tackling challenge and learning from it.

Confident

7. Valued and Empowered Individuals – everyone known, valued, and supported to be their best.
8. Leading with Integrity, Celebrating Excellence – values-led leadership and cultures that recognise excellence.
9. Moments That Shape Us – deliberate rites of passage and significant experiences that foster growth and self-discovery.

Our Approach to Working Together

We are building a high-trust, high-accountability organisation. Principals are empowered as strategic leaders of their academies; the central team provides expert challenge, support, tools, and evidence; accountability is reframed as professional dialogue aimed at continuous improvement, not blame. This is how we ensure that every child leaves us capable, competent, and confident.



03. Academy Information



Iceni Primary Academy is on a journey to transform the lives of all students and staff with whom we work.

We are determined to give our students the very best education possible so they can realise their full potential and succeed in their later lives, by offering them a broad and balanced knowledge-rich curriculum, rooted in strong pedagogy, throughout their time studying with us. We hold this as the gold standard for all our students, with Ofsted inspectors particularly noting that ‘Leaders....have high expectations of pupils with special educational needs and/or disabilities (SEND).’

The pursuit of academic excellence is paramount, but the learning experience for Iceni Academy students extends far beyond the classroom. Personal development is valued in the same way as achievements in examinations, and we relentlessly celebrate success in all its forms. We support our students to develop a strong sense of responsibility as global citizens, underpinned by our academic motto: ‘Grow, Learn, Succeed’.

Our communities of Mandela, Attenborough, Pankhurst and Nightingale reflect the attributes we teach our students to have, and the values we wish them to hold throughout their lives. We teach behaviour and self-regulation as a curriculum, knowing that these skills will help our students excel in later life.

We care passionately for our staff, and place people development at the heart of our offer to them. From an in-house coaching programme for teaching staff and research-led project groups for all, and from a well-stocked CPD library to access a wealth of opportunities afforded by the ATT Institute, we are committed to supporting all colleagues develop to be the best that they can be. We work closely with the Trust and colleagues at other ATT academies to share shining examples of best practice in all of our teams.

Iceni Primary Academy is set in the heart of beautiful Norfolk in a tranquil, rural village, just 15 minutes from the A11 and 20 minutes from the A14.



04. Job Description

Job Description

Site Supervisor/Cleaning Operative

Responsibilities (Site Supervisor):

The following are the principle duties of the post. They are meant to provide a working framework within which the post holder should exercise initiative, flexibility and accountability.

Building & Grounds Maintenance:

- Ensure that all plant and equipment are available and working effectively.
- Carry out general maintenance and remedial works appropriate to qualifications and experience
- Ensure that the grounds and buildings are clean, free of hazards and maintained correctly.
- Ensure that buildings fabric and services are maintained in accordance with a planned maintenance schedule and that the asset register is maintained.
- Ensure that all refuse is disposed of promptly and in accordance with legislation.
- Maintain records of servicing, maintenance (PPM) and activity on CAFM property software system.
- Utilise the ATT reporting system to monitor reported maintenance issues. Address issues promptly where possible or coordinate with approved contractors for external support. Obtain cost estimates for the necessary work and seek approval before proceeding. Ensure that appropriate levels of consumables are in stock, ordering as required and checking receipts against order.

Cleaning:

- Ensure that all areas of the building are clean and ready for use and report any concerns to the cleaning team.
- Ensure that any spillages are mopped up and that any bodily fluids, vomit and other soiling are cleaned up as soon as practical.
- Ensure prompt removal of any internal and external graffiti.

Security:

- Manage the opening and closing of the academy daily at agreed times, note flexibility is required from time to time and may involve unsociable hours.
- Be a key holder for the academy site and control the allocation of users for the keys for routine and non-routine use.
- Be responsible for general security and access control at all times.
- The post holder may be called out at unsociable hours or at the weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site.

Health and Safety:

- The safety of academy occupants is the highest priority. Any identified health and safety issues must be immediately addressed to ensure safety and reported to the academy leadership team and the regional estates manager for a rectification or management plan.
- Act upon any health and safety concerns identified, making the area/equipment safe including cordoning off an area and/or the removal of unsafe equipment if necessary.
- Undertake routine, regulatory and ad hoc inspections.
- Ensure compliance with health and safety legislation and guidance so far as it relates to this post.
- Carry out dynamic risk assessments in any situation when appropriate
- Advise the Regional Estates Manager of any changes that that are required to generic risk assessments and management plans and implement any action plans to rectify any deficiencies identified.
- Manage and supervise contractors while working on the academy site operating a safe working environment.
- Ensure that hazardous substances are used, stored and disposed of appropriately and that risk assessments are up to date and available.
- Provide safe access to site during periods of inclement weather and emergency situations, including gritting paths and car parks prior to the school opening in freezing weather, ensuring effective barrier matting/mopping during heavy rain, etc.

General Duties:

- Ensure that classrooms, assembly hall, dining areas, and sports hall are appropriately set up for teaching, assemblies, performances, open days, examinations, and other events. This includes the setup, arrangement, and removal of various equipment as needed.
- Provide support for staff in terms of moving deliveries, equipment and resources as required
- To undertake training and development relevant to the post and in line with the academy's priorities including acting as the main fire warden.
- Support other ATT academies within region when requested by Regional Estates Manager
- To undertake any other duties as directed by the Regional Estates Manager or Principal.

Cleaning Duties

- To ensure that a high level of cleanliness is maintained throughout the school on a daily basis.
- Each cleaner will be responsible for an area and will be expected to clean to the frequency and standards set out.
- To ensure all Academy standards and procedures are adhered to.
- To use cleaning materials appropriately, in accordance with manufacturer's instructions and COSHH regulations; inform Supervisor when stocks are low.
- To ensure that tools and equipment are in good working order, reporting any faults to their supervisor.
- Empty and clean bins and remove waste/clinical waste/sharps to the designated areas.
- Vacuuming carpeted areas and material covered furniture.
- Clean high hygiene areas e.g. toilets, kitchen.
- Dusting and damp wiping edges and legs around the rooms.
- Mop and damp sweeping hard surface floors
- Laundry and/or other additional duties
- Report to their Supervisor any defects seen which are likely to affect security or Health and Safety.
- To be aware of their responsibilities for Health & Safety of themselves and others.
- Undertake any other duties, which may reasonably be regarded as within a nature of the duties, responsibilities and grade of the post as defined.

Skills, Knowledge & Requirements

- To maintain the agreed standard of dress and appearance
- To ensure all tasks are carried out with due regard to Health & Safety.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos and values of the academy.
- To set an example of personal integrity and professionalism.
- To attend appropriate meetings as directed by the academy/Trust leadership teams.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the academy.
- Observance of the Trust's equal opportunities policy.

Safeguarding:

- Individuals have a responsibility for promoting and safeguarding the welfare of children.
- To have due regard for safeguarding and promoting the welfare of children and to follow the child protection procedures adopted by the academy.

The duties and responsibilities of this post may vary from time to time according to the changing demands of the academy. This job description may be reviewed at the reasonable discretion of the Principal in the light of those changing requirements and in consultation with the postholder. In any event the Principal reserves the right to review and amend the job description.

The Job Description is a description of the job to be undertaken and performed to the satisfaction of the Principal by the postholder. It does not form part of the contract of employment.



05. Person Specification

Person Specification

Site Supervisor and Cleaning Operative

	Essential	Desirable	How will this be demonstrated
Professional Qualifications and learning	<ul style="list-style-type: none"> Literacy and Numeracy First Aid Health & Safety Safeguarding Level 1 Willingness to take a MIDAS assessment and drive a mini-bus for the academy 		<ul style="list-style-type: none"> Application Form/Checking and Original Copy evidence
Experience	<ul style="list-style-type: none"> Able to understand and apply regulations e.g. health and safety Able to effectively supervise onsite contractors Competent at basic building repairs and maintenance ICT literate 		
Expectations of Role	<p><i>Organising and executing:</i></p> <ul style="list-style-type: none"> Focuses on customer needs and satisfaction Works in a systematic, methodical and orderly way Follows procedures and policies Manages time effectively <p><i>Working with people:</i></p> <ul style="list-style-type: none"> Listens well, communicates clearly and fluently Adapts to the team and helps to build team spirit Relates well to people at all levels <p><i>Enterprising and performing</i></p> <ul style="list-style-type: none"> Accepts and tackles goals with enthusiasm 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

	<ul style="list-style-type: none"> • Where appropriate uses technology to achieve work objectives <p>Flexible regarding working hours and location</p>		
Other requirements	<ul style="list-style-type: none"> • Personal vision is aligned with ATT's high aspirations and expectations of self and others • Genuine passion and a belief in the potential of every student • Motivation to continually improve standards and achieve excellence above norms. • Must be able to recognise discrimination in its many forms and be willing to put equality policies into practice. • Commitment to equal opportunities. • Commitment to safeguarding students with full adherence to child protection and safeguarding policy and staff codes of conduct. 	•	•



06. Onboarding

Recruitment & Selection

You can expect the following from the Recruitment & Selection process:

Prior to Interview

- Adverts & Candidate packs that give the full detail of the role (responsibilities, pay, development etc)
- A point of contact for the vacancy within the Trusts recruitment team to advise on each step of the recruitment process
- A full and comprehensive vetting process, that meets and exceeds the requirements of Keeping Children Safe in Education 2025 [Keeping children safe in education 2025](#)
- An applicant tracking system that allows you to enter details with ease and receive updates to the progress of you application and or pre-employment checks
- Selection for Interview based upon the Job Description and Person Specification

Interviews

- The opportunity to prepare with enough notice for interview processes
- A meet and greet at the place of work (Academy or Office) with members of the panel. If the Interview is held on Teams an opportunity to meet at later date
- The opportunity to ask questions and have a full interview with discussion around the role

Following the Interview

- You will receive notification as to whether you were or were not successful
- You will be given an opportunity to obtain feedback
- If successful further safer recruitment checks will take place
- You will receive a conditional offer of employment and contracts of employment will not be issued until all checks are received and are satisfactory

Induction

- You will receive a Trust Induction and a localised induction which will give you further information on policies, process and procedures that impact your role
- You should expect regular opportunities to meet with your line manager to address any issues or concerns you may have or to plan any required training you may need
- You should expect to have all the equipment you need to begin your role
- You will have access to the Trusts benefit platform VivUp from day one of employment



07. ATT Institute

What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey

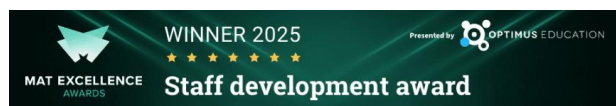
Personal Development (PD) Opportunities for our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise



08. How to Apply

Site Supervisor and Cleaner

Applying:

For all our Trust Vacancies, please follow the link here: [Vacancies - Academy](#)



Status: Permanent

22.5 hours per week

42 weeks per year, Term time plus 4 weeks

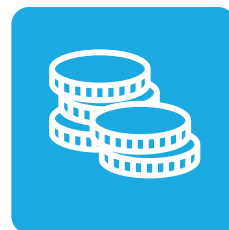
Salary:

NJC Point: 4-9 (Site Supervisor)

NJC Point: 3 (Cleaning Operative)

Site Supervisor Salary: £6,304- £6,822

Cleaning Salary: £7,759



Closing Date:

Monday 01 June 2026 at 9am

(If this post attracts sufficient interest before the closing date, we may decide to close and interview for this vacancy at an earlier date, so an early application is advised).

Start Date:

ASAP



Interviews:

TBC

We utilise an application tracking system which will require data from you in order to complete the application process. If you are struggling to access this system or wish to have an informal conversation regarding the role, please reach out to the contact on the advert and they will be able to support you.

