



Langford Village Academy Application Pack

Cleaner





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INTRODUCTION

Welcome to Langford Village Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

Dawn Mills
School Business Manager
dmills@bestacademies.org.uk
Tel: 01462 629000

Langford Village Academy
Church Street, Langford, Bedfordshire SG18 9QA
www.langfordvillageacademy.org.uk



ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at

www.bestacademies.org.uk/jobs

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



ABOUT LANGFORD VILLAGE ACADEMY

Langford Village Academy is a small primary school with approximately 210 pupils. The school is located in the village of Langford, a few miles south of the town of Biggleswade, in Bedfordshire.

In our most recent Ofsted report (April 2024), we were judged as Good by inspectors.

Working at Langford Village Academy is an opportunity to be part of a highly successful village school, as well as being part of a supportive trust.

We are passionate about outdoor learning and our children enjoy Forest School activities in our lovely woodland area. We encourage children to learn outdoors as much as possible, using our wonderful village location.

We are a values-based school where children thrive in an environment of nurture, resilience and understanding.

You will join a happy and highly motivated staff team who are supportive, professional and passionate about the school.

Langford Village Academy converted to primary status (from a lower school) in September 2021 as part of an ongoing reorganisation by the local authority to two-tier education in the wider area.



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: 15th June 2026

Interview date: To be confirmed

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

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|--------------------|---|
| Job Title | Cleaner |
| Based at | Langford Village Academy |
| Salary/Grade Range | NJC Scale 1D pro-rata (FTE £24,796) £12.85 per hour |
| Responsible to | Principal/Site Agent |
| Hours | 10 Hours Per Week, (Monday to Friday 4pm to 6pm) term time only including staff training days |

Purpose of Role

To maintain school premises to the required standard of cleanliness; required to clean all rooms, toilets, cloakrooms, staircases, corridors, halls, laboratories and all other areas in use.

Main Responsibilities

1. To carry out cleaning work to the required standard and as instructed by the Site Agent.
2. To report to the Site Agent, matters that are likely to affect their work or other matters they consider that they should be aware of.
3. To use cleaning materials appropriately and economically; to inform Site Agent when stocks are low.
4. To ensure that tools and equipment are in good working order, reporting any faults to the Site Agent.
5. To ensure that cleaners' storage lockers and cupboards are kept clean and tidy.
6. To undertake any non-routine cleaning tasks as instructed by Site Agent or authorised deputy. All cleaners are required to contribute to major cleaning tasks during the school summer holiday period.
7. To work to Council guidelines at all times particularly in relation to health and safety policy.
8. To attend all essential health and safety training courses as determined by the management of the school and/or the Council.
9. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.



10. To undertake any other duties of a similar level and responsibility as may be required

Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Job Title: Cleaner

| Attributes | Essential | Desirable |
|--------------------------------------|---|--|
| Education and Qualifications | Literate and numerate. | |
| Relevant Experience | Experience of General Cleaning activities | Previous experience in a similar post Previous experience of working in an educational setting |
| Relevant Skills and Knowledge | <p>Able to undertake a range of manual cleaning activities.</p> <p>Ability to maintain high standards of cleanliness in accordance with specified rotas.</p> <p>Self-motivated and able to use own initiative.</p> <p>Ability to integrate into a team environment.</p> | Knowledge of health and safety regulations |
| Motivation | <p>Ability to work hard and take a pride in the job with commitment to achieving high standards of cleanliness and hygiene</p> <p>Willingness to work overtime when needed, including evenings and weekends and to ensure that lettings are serviced</p> <p>Willingness to undertake further training</p> <p>Trustworthiness</p> <p>Flexibility and willingness to adapt to the school's changing needs (eg</p> | <p>Willingness to participate in the life and extra curricula activities of the school</p> <p>Willingness to occasionally adjust working hours</p> |



| | | |
|-----------------|--|--|
| | to work flexibly to meet specific or emergency situations) | |
| Physical | Ability to undertake manual work and to perform tasks set out in the job description Ability to move and use domestic and industrial type cleaning equipment (polishers, vacuum cleaners etc) | |
| Other | Ability to work flexible hours on occasions. Willing to undertake training courses that are relevant to the duties of the post or are required for Health and Safety reasons. Willingness to wear protective equipment as supplied | |
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We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

