



We Co-operate  
We Pioneer  
We Belong



## **APPLICATION PACK**

### **Cleaner (20 hours)**

Dear Colleague

Welcome to Kingsway Park High School and thank you for your interest in us.

Kingsway Park High School is proud to be a vibrant, inclusive and diverse school with approximately 1350 students, 47 different nationalities and 25 spoken languages. We have state-of-the-art facilities, and we provide an individualised and unique curriculum offer for all students regardless of their starting point, gender, ethnicity, faith or need.

We care for, nurture and develop the whole child while improving aspirations, learning and achievement for all. In addition to ensuring each student's academic potential, we also prepare them to be socially responsible citizens who can flourish in society and give back to their local community. We seek to remove any barriers of inequity, which prevent equality of opportunity so that all students can aspire and be inspired to realise their dreams.

Our school has a strong sense of community, purpose and belonging. We value our students and recognise that success looks and feels different for each one of them. However, what is consistent is our team of passionate, enthusiastic and committed staff who work relentlessly in the pursuit of excellence for the students and community we serve.

We have a strong commitment and belief in developing staff at all levels. We seek to recruit and retain colleagues whose drivers match our school ethos and are committed to their own professional development. Successful candidates will receive a high-quality induction, appraisal, continuous development programmes (including nationally recognised leadership qualifications), and opportunities to contribute to whole school impact projects throughout their Kingsway careers.

I hope you find this application pack helpful in making your decision to apply for this exciting career opportunity. If you have any questions for us, do get in touch, we are always here to help.

I would like to thank you for your application, investment of time and - whatever the outcome - I wish you well in the future.

Yours sincerely



**Simon Ward**  
Headteacher

## Making your application

I hope that when you read this pack you are inspired to apply for the post.

### **Application**

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than one side of A4 which should address the criteria in the person specification.
3. Send your completed application form by email to [recruitment@altusep.com](mailto:recruitment@altusep.com)

### **Deadline**

The deadline for the post is **Friday 19<sup>th</sup> December 2025** (to arrive no later than 12.00 midday).  
Interviews are to take place in **January 2026**.

### **Shortlisting**

Regrettably, we are unable to inform candidates who have not been shortlisted. If you do not hear from us, please consider your application unsuccessful this time.

### **Salary**

The post will be paid on the **School Support pay spine, Scale Point 1 – 3 (£24,413 - £24,796)**

### **Start Date**

**As soon as possible**

### **For an Application Pack**

1. Visit [www.altusep.com](http://www.altusep.com)
2. Contact Caroline Sullivan – HR Officer: [recruitment@altusep.com](mailto:recruitment@altusep.com)
3. Telephone 01706 769999

### **Reward Package & Additional Benefits**

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects
- Generous holiday entitlement

*Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least 1 reference prior to interview.*

# Background Information

Kingsway Park High School joined the Altus Education Partnership in February 2022. KPHS students live in and travel to us from communities all over Rochdale and the surrounding areas. We are very proud of the high-quality facilities, resources, and environment that we provide for both staff and students.

We hold our school values of Trust, Professionalism, Integrity, Respect, Kindness and Effective Communication at the core of everything we expect from our students. Students are awarded when they consistently demonstrate our values.

If you would like to visit the school to get a feel of who we are and where we are going, we would warmly welcome you.

## Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises five academies, including ourselves. The other four academies are:

- **Rochdale Sixth Form College**, opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has dramatically raised achievement in the area and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly ranks among the highest performing colleges in the country in both the DfE's Performance Tables and the National Achievement Rate Tables.
- **Edgar Wood Academy** opened in 2021 under Wave 13 of the Free Schools Programme. While the school was judged Requires Improvement at its first inspection, Ofsted has since recognised that the school is improving, and we are confident in the direction of travel. The Academy is building a strong reputation locally and benefits from a committed staff and leadership team focused on rapid progress.
- **Bamford Academy** is an Ofsted-rated Good primary school providing a caring and nurturing environment. It is a popular first choice for many families in the area.
- **Caldershaw Primary School** joined the Trust on 1 July 2025. It is Ofsted Outstanding and one of the most oversubscribed primary schools in Greater Manchester.

Altus is on the cusp of further growth, with three additional schools currently considering academisation in the autumn term.

We also benefit from strong local partnerships. Most notably, and uniquely within the post-16 sector, Altus has a Memorandum of Understanding with Hopwood Hall College, coordinating curriculum and supporting seamless transition for students into post-16 education.

# Role Description

|                                  |  |
|----------------------------------|--|
| <b>Job Title:</b>                | Cleaner  |
| <b>Reports to:</b>               | Director of Operations   |
| <b>Staff Responsibility for:</b> | N/A  |
| <b>Contract:</b>                 | Permanent – 20 hrs per week – Term Time only plus 4 weeks<br>Monday – Friday, split shifts 6am-8am & 3pm-5pm   |
| <b>Salary:</b>                   | The post will be paid on support staff salary point 1 – 3<br>(£24,413 - £24,796)<br><br><b>Actual salary range for 20 hours term-time only plus 4 weeks is<br/>£12,571 - £12,768</b> |
| <b>Start Date:</b>               | As soon as possible  |

## Overall Purpose of the Post

- To undertake general cleaning of the building including deep cleans and detailed cleaning tasks, including cleaning classrooms, corridors, and toilets.
- General housekeeping/health and safety checks.

## Responsibilities and Roles

- In the event of any spillages immediately clean and make safe the area.
- Ensure that students are always behaving appropriately in line with the schools' behaviour policy and deal with any inappropriate behaviour according to the behaviour policy.
- To engage with the students during lunch time, ensuring that it is a positive experience, promoting healthy eating and assisting any that may need additional support.
- Deal with any first aid incidents.
- Operate cleaning equipment and use designated chemicals and other cleaning products safely and in accordance with instructions.
- Refilling and restocking cleaning supplies and toiletries (handwash, toilet paper, paper towels).
- Ensuring sufficient supplies of cleaning products and equipment are ordered and maintained.
- Checking and maintaining of cleaning equipment to ensure they are fit for purpose.
- To make lunch times an enjoyable experience for all.
- Be a strong, positive role model for the students.

## Other:

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate.

- The Trust is committed to equal opportunities for all.
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.
- The terms and conditions are specified within the contract of employment.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.



# Person Specification

|  |  | Assessed by:            |             |           |
|--|--|-------------------------|-------------|-----------|
| No.                                    | CATEGORIES   | Essential/<br>Desirable | App<br>Form | Interview |
| <b>Qualifications</b>                  |  |                         |             |           |
| 1.                                     | Appropriate knowledge of first aid or willing to train.  | E                       | √           | √         |
| <b>EXPERIENCE</b>                      |  |                         |             |           |
| 3.                                     | Experience of cleaning and using appropriate cleaning equipment.   | E                       | √           | √         |
| 4.                                     | To be able to work as part of a team or work alone and use own initiative.   | E                       | √           | √         |
| <b>ABILITIES, SKILLS AND KNOWLEDGE</b> |  |                         |             |           |
| 9.                                     | Knowledge/understanding of Health & Safety including COSHH regulations.  | E                       | √           | √         |
| 10.                                    | Ability to stay calm and be patient and understanding when dealing with the students.  | E                       | √           | √         |
| 11.                                    | To be able to deal fairly and consistently when dealing with the students.   | E                       | √           | √         |
| 12.                                    | High degree of energy, resilience, and enthusiasm  | E                       | √           | √         |
| 13.                                    | Have excellent oral communication skills and a calm and confident manner   | E                       | √           | √         |
| 14.                                    | To be able to take charge of students if needed and maintain acceptable behavioural standards.                                 | E                       | √           | √         |
| 15.                                    | Able to maintain confidentiality.  | E                       | √           | √         |
| 16.                                    | Understanding of matters relating to safeguarding of children in terms of their health, safety, welfare, and mental wellbeing. | E                       | √           | √         |
| <b>PERSONAL CHARACTERISTICS</b>        |  |                         |             |           |
| 23.                                    | An unwavering commitment to the Altus Education Partnership's vision, mission and values                                       | E                       | √           | √         |
| 24.                                    | Willing to be accountable and to take personal responsibility for own actions.   | E                       | √           | √         |
| 25.                                    | Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation                   | E                       | √           | √         |



Kingsway Park  
HIGH SCHOOL

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Kingsway Park High School  
Turf Hill Road  
Rochdale OL16 4XA

Tel: 01706 716761  
Email: [info@kingswaypark.org](mailto:info@kingswaypark.org)

[www.kingswaypark.org](http://www.kingswaypark.org)

Altus Education Partnership  
Suite F4, No.2 The Esplanade,  
Rochdale OL16 1AE

Tel: 01706 769999  
Email: [info@alltusep.com](mailto:info@alltusep.com)

[www.altusep.com](http://www.altusep.com)