

# Candidate application pack



 **Blacko  
Primary School**  
**Site  
Assistant/Cleaners –**

# A message from the headteacher



## **Thank you for your interest in our advertised post.**

We are looking to appoint a highly motivated, enthusiastic Site Assistant & Cleaners for our school, with excellent practice and a strong commitment to working as part of a team who is keen to support the development of our premises management and cleaning across the school.

The post will begin on 17.2.26 or ASAP depending on notice periods and is permanent. The position is:

- **Monday to Friday – 12.5 hours per week**
- **Working hours to be confirmed at interview but to include unlocking of school in a morning**
- **Term time plus 4 weeks**

Blacko Primary School is a good school with an excellent local reputation. We are set in a rural position in East Lancashire. From all directions, we have views of rolling countryside, with Pendle Hill in the distance. The village of Blacko is well known throughout Lancashire because of Blacko Tower. It was built at around the same time as the school and is a focal point for miles around.

We are proud of our dedicated and committed staff who strive to provide excellent teaching and learning for all children; pastoral care second to none; a calm happy atmosphere; standards that are above average at the end of both key stages.

All staff occasionally undertake additional duties such as coaching school teams, organising clubs and running a wide variety of after school activities. We are looking to appoint a site assistant & Cleaners who shares this willingness to contribute to the extra-curricular life of school. We are equally interested in the talents and specialisms you can offer us, please state these within your application.

Site Assistants & Cleaners have a very important role in supporting and nurturing the high expectations for our children throughout the school. We are looking for a colleague who will contribute to our excellent standards and will form high quality relationships for learning with staff, parents and children.

We look forward to receiving your application.

**Mrs Kate Richards**  
**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



Bike 2 work scheme



CPD opportunities



Employee assistance programme



Local discounts



Occupational health support

# Safeguarding statement

## Respect Ambition Collaboration

At Blacko Primary School, 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.



# Job

## Site Assistant & Cleaners

**Salary Range:** NJC Grade 3, Scale Point 3-4

**Contract Type:** Part Time – pro rata

**Contract Term:** Permanent

**Start Date:** 17.2.26 or ASAP

**Closing Date:** Once sufficient applicants are received



### We are seeking to appoint:

The Headteacher of Blacko Primary School is seeking to appoint a highly motivated, enthusiastic Site Assistant & Cleaners who will work under the general guidance of the Operations Manager, to contribute to the smooth running of the school by carrying out a range of caretaking duties to the agreed quality standards, including security and supervision of the site and related equipment, and other caretaking duties including portering, cleaning, checks and maintenance. Carrying out and monitoring of cleaning work as per the school schedule. The balance of duties will be determined by the needs of the school.

### Why choose Blacko 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

### Apex Collaborative Trust

We are committed to high quality professional development and a strong commitment and approach to the development of people at all levels of the organisation. Working at the Apex Collaborative Trust offers:

A strong culture driven by values

- A supportive Central Trust Team who believe that through strong collaboration, all children within our trust will have better outcomes.
- High quality professional development opportunities.
- A commitment to providing every child with the best possible start in life.
- Exceptional curriculum and pedagogy in all our schools.
- High quality pastoral care and support.



# Job Description

**In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with the Cleaners / Site Supervisor posts.**

The site and cleaning team as a whole are responsible for maintaining high standards of cleanliness and maintenance of equipment and buildings throughout the school.

The post holder will be required to work under the direction of the Operations Manager and in collaboration with other site and cleaning colleagues and inline with the person specifications detailed within this application pack. The role includes working with a range of tools, cleaning equipment and products which contain chemicals. The post holder will be expected to do manual lifting and carrying. The role includes security and supervision of the site, cleaning and maintenance and monitoring of contractors. The role also includes working outdoors in all weathers to ensure the school premises is safe.

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.

## **Cleaning, Security & Contract Monitoring**

- To assist the site manager and site team in ensuring the building and site is safe and the building is secure.
- To ensure outside areas are safe / clean, kept free from litter, debris, leaves, drains are functioning and clear and that there is safe access to the building during adverse weather conditions eg. Snow or flooding etc.
- Monitor compliance of regular necessary site checks and cleaning in line with the school's schedule, reporting any issues in relation to non-compliance to the Headteacher or Operations Manager;
- Assist in the ongoing repair and maintenance work as necessary.
- Assist in the supervision of some maintenance contractors on site as directed.
- Receipt and distribution of any ordered goods, materials and equipment for the school, checking delivery notes and ensuring staff receive goods ordered.
- Assist the Operations Manager and site team with waste management inside and outside of premises including all recyclables.
- The movement of furniture and the setting up and taking down of tables and chairs for special events, functions and meetings.
- Setting up and assisting with some events and school activities, some out of hours work may be required.
- The post holder will become a trusted 'Key Holder' for the school and expected to carry out any necessary duties including emergency call out in the event alarms are triggered etc.
- Locking and unlocking of buildings at pre-determined times.
- To undertake general duties that include moving furniture & equipment around the site.
- Receive and distribute deliveries as required and directed by the Operations Manager or Headteacher.
- To undertake cleaning duties including school closure cleaning as directed and in line with the school's cleaning schedule.
- Cleaning designated school areas in line with the school's cleaning schedule.
- Washing internal walls e.g. toilets, classrooms, corridors, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements.
- Monitoring the standards of cleanliness of the premises and furnishings and reporting any problems or faults to the Headteacher or Operations Manager.

- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.
- Collect and assemble waste for collection.
- Assist the site team in carrying out basic repairs and maintenance which may include the below (this list is not exhaustive but as a general guide):
  - Basic plumbing work – e.g. repairing a leaking pipe, unblocking sinks, simple installation work, such as plumbing in a new tap, or replacing washer etc;
  - minor repairs to school furniture, sports and classroom equipment;
  - painting and decorating as appropriate;
  - minor plastering work such as repairing cracked or broken plaster, making good, damaged walls for example, following the removal of say, shelving or similar fittings;
  - fencing and boundary repairs, e.g. mending broken fencing panels or stakes etc;
  - temporary making safe of broken windows, removal of dangerous glass, making areas safe in the event of a hazard arising;
  - minor gardening duties.
- Drawing the attention of the appropriate authorities via the Operations Manager or Headteacher to any repairs or maintenance work required at the premises.
- Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate.
- Carrying out routine procedures or checks on ancillary equipment, e.g. fire alarms/equipment, water checks, checking batteries, automatic pumps and areas subject to flooding.

## **Health and Safety**

- Undertake necessary training to ensure competency relevant to role in; manual handling, working at height, monitoring of legionella's and fire safety and Coshh.
- 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 defined in the Health and Safety policy and procedure.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.
- Perform duties in line with Health & Safety regulations (Coshh) and take action where hazards are identified, reporting serious hazards to Operations Manager or Headteacher immediately.

## **Communication**

- Communicate effectively with other members of staff and pupils within the school and trust.
- Liaise with and welcome contractors onto the site, check clearances and monitor work.
- Liaison and collaboration with colleague site assistant and Cleaners respect of site compliance of regular necessary site checks and cleaning in line with the school's schedule.

## **Administration**

- To participate in the training and development and performance management processes within the school.
- Store equipment and products safely and securely.
- Ability to carry out informal risk assessments on buildings to identify faults/hazards.
- Order, stock control and store cleaning and caretaking equipment and products safely and securely.
- To fulfil the necessary administrative tasks associated with the responsibilities of the post.

## **Other duties as directed by the Headteacher or Operations Manager.**

- Planning of own workload.
- Undertaking letting and related duties as appropriate.
- Preparing the school premises and site for out-of-school activities and clearing up after these activities.
- Completing claims for caretaking fees for lettings and making out forms for the requisition of stores and repairs, working within budgetary constraints.
- Undertaking training as appropriate.
- Occasional collection of miscellaneous provisions away from school premises, where reasonable.

## **General**

- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures, including risk assessment;
- To fully participate in the school's appraisal scheme where appropriate;
- The duties may be varied by the Headteacher and Operations Manager to meet changed circumstances in a manner compatible with the post held.

## **Safeguarding**

- To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.

## **General Data Protection**

- To comply with the Trust's policies and supporting documentation in relation to GDPR, Data Protection, Information Security and Confidentiality.

## **Equalities**

- 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.
- Within own area of responsibility work in accordance with the aims of the Equality Policy Statement.

## **Flexibility**

- 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.

## **Customer Service**

- 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.
- Apex Collaborative Trust requires a commitment to its mission, vision and values and to always have due regard to equality, diversity, dignity and respect.

**In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.**

# Professional Standards

## Cleaners

### 1. Personal and professional conduct

**Cleaners should uphold public trust in the education profession by:**

- 1.1 Having proper and professional regard for the ethos, policies and practices of the school in which they work as professional members of staff
- 1.2 Demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- 1.3 Having regard for the need to safeguard pupils' well-being by following relevant statutory guidance along with school policies and practice.
- 1.4 Upholding values consistent with those required from teachers by respecting individual differences and cultural diversity.
- 1.5 Committed to improve their own practice through self-evaluation and awareness.

### 2. Knowledge and understanding

**Cleaners are expected to:**

- 2.1 Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- 2.2 Take opportunities to acquire the appropriate skills, qualifications, and/or experience required for the teaching assistant role, with support from the school/employer.
- 2.3 Demonstrate expertise and skills in understanding the needs of all pupils (including specialist expertise as appropriate) and know how to contribute effectively to the adaptation and delivery of support to meet individual needs.
- 2.4 Demonstrate a level of subject and curriculum knowledge relevant to their role and apply this effectively in supporting teachers and pupils.
- 2.5 Understand their roles and responsibilities within the classroom and whole school context recognising that these may extend beyond a direct support role.

### 3. Teaching and learning

**Cleaners are expected to:**

- 3.1 Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities.
- 3.2 Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- 3.3 Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- 3.4 Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
- 3.5 Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.
- 3.6 Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.

### 4. Working with others

**Cleaners are expected to:**

- 4.1 Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.
- 4.2 With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.
- 4.3 Understand their responsibility to share knowledge to inform planning and decision making.
- 4.4 Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- 4.5 Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.

# Professional Standards

## Site Assistant

<b>1. Personal and Professional Conduct</b>
1.1 Has proper and professional regard to modelling the Trusts values and behaviours and follows policies and practices in place in the school.
1.2 Demonstrates a commitment to the trusts mission of creating opportunity, inspiring excellence and shaping tomorrow to achieve exceptional educational experiences for all children.
1.3 Understands and has regard for the need to safeguard pupils by following relevant school/Trust policies and practice.
1.4 Respect individual differences and cultural diversity.
1.5 Committed to improving own practice through self-reflection, self-evaluation, self-awareness and professional dialogue with line manager.
<b>2. Working with others</b>
2.1 Recognise and respect the role and contribution of other professionals, parents, carers and external agencies by liaising effectively and working in partnership with them.
2.2 Work effectively and communicates with external contractors and stakeholders and offers support where necessary.
2.3 Collaborates and communicates effectively with all colleagues and line managers and respond appropriately to feedback.
2.4 Acts with integrity, honesty, loyalty and fairness, always within the limits of their professional competence to safeguard the reputation of the school/Trust.
5. Work effectively with team members to allow cohesive working and a positive atmosphere.
<b>Role specific – Site Supervisors</b>
<b>3. Professional knowledge</b>
1. Has a good understanding of building security and takes responsibility for ensuring the building, classrooms and external areas are secure.
2. Has a good understanding, working knowledge and takes responsibility for health & safety, Premise Management and COSHH regulations and provides training where necessary.
3.3 Has a good understanding and working knowledge of operating equipment and internal systems to allow inspection and first line repairs and maintenance e.g. fire alarms, heating system, plumbing systems, draining systems etc.
3.4 Understands how to operate machinery safely and in accordance with manufacturers instructions and ensures they are in good working order.
3.5 Understands energy consumption and the impact on the environment, prompting and encouraging behavioural changes e.g. closing windows, switching off lights, turning off equipment.
3.6 Understands, promotes and implements recycling initiatives within the remit of their role.
<b>4. Professional skills and attributes</b>
1. Is ambitious and reflective of own strengths and areas for development.
2. Takes responsibility for ensuring self and others in the premises team are informed of events and ensures smooth organisation as appropriate.
3. Regularly inspects the building and grounds and undertake risk assessments where necessary to identify, report and prioritise maintenance requirements.
4. Ensures regular compliance checks are carried out and input onto the appropriate system.
5. Is flexible to meet or exceed the needs of the school and build positive relationships.

# Person Specification

Role: Site Assistant			
	Essential	Desirable	How measured
Qualifications	<ul style="list-style-type: none"> <li>Full driving licence</li> </ul>	<ul style="list-style-type: none"> <li>First aid certificate</li> <li>NVQ Level 2 qualification in Caretaking (or equivalent)</li> </ul>	A/C
Experience	<ul style="list-style-type: none"> <li>Experience of undertaking general cleaning duties</li> <li>Experience of carrying out minor repairs</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of health and safety</li> <li>Experience of using tools for making minor repairs</li> </ul>	A/I
Attributes	<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
Knowledge & Skills	<ul style="list-style-type: none"> <li>Good communication skills, both written and verbal</li> <li>Ability to manage time effectively to complete tasks with attention to detail and to a high level</li> <li>Ability to work both alone and within a team to achieve specified standards</li> <li>Ability to take direction and work with minimum supervision</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of relevant health and safety policies</li> </ul>	A/I/R
<p>Key</p> <p>A – Application</p> <p>R – Reference</p> <p>I – Interview</p> <p>C – Certificate</p>			

# How to Apply

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

Complete the application form on My New Term:  
<https://mynewterm.com/jobs/145816/EDV-2026-BPS-69277>

Within your application please include:

## Support Staff

- how your skills and experiences have prepared you for this post. Please pay particular attention to the job description and person specification whilst writing your letter with a focus on your suitability for the post gained from past experiences.

**Closing date for applications is once sufficient applicants are received.**

A confirmation email will be sent once the application has arrived. Please be aware we cannot accept responsibility for mis-sent or late applications.

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'.*





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