



# Bridgnorth Endowed School

## Applicant Information Pack Cleaning Assistant



*'Every Individual is in a great school'*



## Letter from the Headteacher

Thank you for your interest in Bridgnorth Endowed. As Headteacher, I am delighted to welcome you to our thriving and successful school.

We place great value on our students' pastoral and academic development, and we aim to create a genuine and positive atmosphere that can be felt and that resonates throughout each day, and in every part of the school.

We aim to ensure that every young person achieves their personal best by providing an education that challenges them intellectually and offers them a wide range of opportunities to develop and stretch their unique talents and interests.

We are incredibly proud of our school and our community. We have dedicated and happy students and staff, both of whom work together to achieve excellent results. Bridgnorth Endowed students thrive during their time here and visitors frequently comment on students' outstanding manners and behaviour.

We expect and give the very best education to every child as it is our mission to challenge and support our young people to achieve their potential. We believe that the academy's values of kindness, trust, resilience, aspiration and respect ensure that every student develops into a confident, successful and happy young adult, ready to face the future.

We are a small school and students in each year have an academic education that is student-centred and tailored to their individual needs. We have high expectations of positive learning behaviours of all our students and expect all to uphold the school standards. We have a dedicated team of teachers and support staff who will work tirelessly to provide pupils with the support they will need to be successful in their education.

If you share our values and aims and are interested in a rewarding career at Bridgnorth Endowed then I invite you to pay us a visit, meet some of our inspirational staff and students, and spend some time with us in school. I look forward to receiving your application.

For further information about Bridgnorth Endowed School, please visit our website: <https://www.bridgnorthendowed.co.uk/>

You can also find the latest news via our social media pages:



<https://www.facebook.com/bridgnorthendowed>



<https://www.instagram.com/bridgnorthendowedschool/>



[https://twitter.com/bes\\_school](https://twitter.com/bes_school)



*Michael Penn, Headteacher*

## About Our School



Founded in 1503, Bridgnorth Endowed School has a rich and long history in education. Today, it is a vibrant non-selective co-educational secondary school that offers great facilities, high quality teaching and an exciting choice of extra-curricular activities.

The school benefits from a thirty-acre campus and its own on-site leisure centre, with all the convenience of a town centre location.



The school benefits from 30 acres of beautiful grounds with sports pitches and a historic Old Hall, its own on-site leisure centre, and the convenience of a town centre location in the heart of Bridgnorth.

Smaller than the average sized secondary school, Bridgnorth Endowed currently has approximately 600 pupils, which means that students, staff and parents really get to know each other.

The secure campus is a safe and healthy place for young people to learn. It provides a calm and caring setting in which everyone works together in an atmosphere of mutual respect.

Bridgnorth Endowed is a truly extraordinary school that combines its solid 500-year history with superb modern facilities and a progressive approach to education.

The teaching focuses on creating an educational experience that fires up the students' love of learning and boosts participation in the fantastic choice of extra-curricular activities available.

Central to this is the desire to develop well-rounded young people who are able to discover their special talents and nurture strong relationships with their peers in an environment where they can thrive.



### Our Vision

To provide an outstanding education that inspires all of our young people to excel in the classroom and beyond.

### Our Mission

To challenge and support our young people to fulfil their potential and to discover their unique talents in an educational setting where they will thrive and be happy.

## Our Aims

To support our vision and mission, we have two key aims:

1. To support our young people to be confident, resilient and independent, and develop strength of character.
2. To support our young people to develop detailed knowledge and skills, so that they achieve well.

## Our Ethos

We believe that our vision, mission and aims are best achieved by providing pupils with a calm, orderly and challenging learning environment, underpinned by traditional values of discipline, courtesy and good manners. We believe that all children can succeed and we have high academic ambition for all of our pupils.

## Our Core Values

This outlines our core values and how we like everyone to approach 'School Life' here at Bridgnorth Endowed



We strongly believe in providing an excellent education and, most importantly, we aim to encourage students to be successful and happy in a competitive world, and to build a bright future for themselves.

## About our Trust



The 3-18 Education Trust is currently made up of eight schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

### Our Vision:

To ensure every individual is in a great school.

### Our Mission:

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

### Our Values:

- **Accomplished:** to provide high quality education and training for all
- **Resilient:** to be solution focused and able to intelligently manage challenges
- **Compassionate:** to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing, and able to make their contribution to society.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details on what we offer. For information about each of our schools, please read on or click on the below links.



[Bowbrook Primary – The 3-18 Education Trust](#)



[Coleham Primary – The 3-18 Education Trust](#)



[The Priory School – The 3-18 Education Trust](#)



[St Martins 3-16 School – The 3-18 Education Trust](#)



[Thomas Adams School – The 3-18 Education Trust](#)



[Williams Brookes School – The 3-18 Education Trust](#)



[Much Wenlock Primary – The 3-18 Education Trust](#)



[Bridgnorth Endowed School – The 3-18 Education Trust](#)

## The 3-18 Trust: What We Offer

The 3-18 Education Trust is a multi-academy trust with students aged from 3-18 and which works collaboratively to provide interesting and exciting opportunities for staff to share ideas, resources and expertise, for the benefit of the students. Our Schools serve their communities of small villages and the larger towns throughout Shropshire.

The 3-18 Education Trust has a philosophy that ensures that each school within the Trust has its own Head and Local Governing Body and can maintain its own ethos and independence whilst enjoying support and additional capacity where required from the Trust. The Trust is absolutely committed to ensuring that each of its constituent schools retains its unique identity, whilst the combined experience and expertise available provide a dynamic synergy. Our school within our Trust is an excellent place to develop your career.

### **In addition to a comprehensive induction and a commitment to your ongoing training and career progression, we also offer:**

- A competitive salary
- Access to the Trust's Employee Assistance Programme, which includes 24 hour access for you and your family members to legal, financial, health, parenting and life advice
- 1:1 Counselling Service
- Discount Scheme for high street retailers, mobile phone providers, holidays, electrical goods, supermarkets, restaurants, cinema, etc.
- Cycle to Work Scheme
- Childcare Voucher Scheme or Tax-Free Childcare Scheme
- Access to freshly made hot meals or deli-style food on site
- Teachers Pensions (23.68% employer contributions)
- Local Government Pension Scheme (17.9% employer contribution)
- Generous Sickness Payment Scheme
- Eye Testing Scheme
- Flexible Working Policy
- Special Leave Policy
- Member of the Valued Worker Scheme (accredited by our recognised unions)
- A Disability Confident Committed Employer
- Continuous Professional Development (CPD)
- Collaborative working culture and professional development opportunities across our Trust schools

We are also currently exploring:

- Electric/Hybrid Car Lease Scheme
- Healthcare Scheme

### **Hours & Working Weeks**

Work-life balance is important in our Trust. Having the ability to organise your working hours in a way that suits you, whilst not compromising your hours and standard of work, alongside meeting the requirements of the post and the needs of the Trust can help to achieve this work-life balance. It may be to avoid a busy commute or to allow time to work around childcare or caring for dependents.

## Job Description: Cleaning Assistant



|                              |                            |
|------------------------------|----------------------------|
| <b>Title of Post</b>         | <b>Cleaning Assistant</b>  |
| <b>Post Status</b>           | Permanent, Part Time       |
| <b>Salary/TLR/ Allowance</b> | Salary Living Wage for Age |
| <b>Reporting to</b>          | Site Manager               |
| <b>Responsible for</b>       | n/a                        |

### Main Purpose

To carry out cleaning duties as directed by the Site Manager.

To help ensure that the day to day delivery of the cleaning provision within the school site is provided according to the requirements of the school leaders.

### Duties and Responsibilities

- To carry out general cleaning duties as necessary and as requested in your dedicated areas, these will include rest room areas of both staff and students
- To ensure the safe use of all machinery, equipment and chemicals when appropriate
- To report any incidents / problems to the Site Manager
- In the absence of any team members to assist in the cleaning of their dedicated areas
- To ensure this is achieved the level of cleaning within your area can be expected to be reduced – thus ensuring ‘basic’ cleaning is achieved within all areas of the school site.
- To participate in the periodic cleaning sessions i.e. to include the last two weeks of summer holidays when all building works have been completed.
  
- Be aware of and comply with policies and procedures relating to children protection, health, safety & security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and vision of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

A key facet to this role is to ensure that your individual, team and service objectives are met, whilst ensuring that as part of a team you aid successfully in supporting the wider vision of the school. You will be expected to ensure the health and safety, as well as the wellbeing of employees whilst promoting equality and diversity. The duties detailed within this job description are illustrative and you will be expected to undertake reasonable additional duties when requested.

## Person Specification

|                                     | Essential   |
|-------------------------------------|---|
| <b>Qualifications</b>               | <ul style="list-style-type: none"><li>• A good standard of education</li><li>• First aid qualification or willingness to undertake</li></ul>  |
| <b>Work or relevant experience</b>  | <ul style="list-style-type: none"><li>• Previous experience within a cleaning environment</li><li>• Able to work effectively with colleagues from a range of backgrounds</li></ul>  |
| <b>Knowledge, and Understanding</b> | <ul style="list-style-type: none"><li>• Previous experience of working within a cleaning environment</li><li>• Knowledge of health and safety legislation</li></ul>   |
| <b>Skills and Abilities</b>         | <ul style="list-style-type: none"><li>• A keen eye for detail and focus on health and safety</li></ul>  |
| <b>Personal Qualities</b>           | <ul style="list-style-type: none"><li>• Have a commitment to lifelong learning</li><li>• Have a willingness to be punctual and flexible within your working environment</li><li>• Be able to demonstrate high standards and commitment to providing a quality service</li><li>• Be enthusiastic, work hard and have a willingness to learn and be a positive team member</li><li>• Willing to be part of the whole school team and to take an active part in school life.</li><li>• Adhere to the dress code of the school staff</li><li>• Ability to work outside of normal office hours at peak work load periods</li></ul> |
| <b>Special Conditions</b>           | <ul style="list-style-type: none"><li>• Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.</li></ul>  |

## Application & Appointment Process

An application form is available to download from the school website which can be found [here](#).

Please complete and return your application form as soon as possible, clearly noting all the experience, skills and personal qualities that you can offer which are relevant to this post.

Please send completed applications to Mrs Victoria Dober at [recruitment@bes.318education.co.uk](mailto:recruitment@bes.318education.co.uk).

Interviews will be offered to those applicants who best demonstrate how skills, abilities and experience match the person specification, taking into consideration the job description.

**Required: As soon as possible**

**Closing Date: Midday on Monday 23rd March 2026**

**Interview Date: TBC**

If you wish to arrange an informal discussion to find out more about this post, please contact the school: [recruitment@bes.318education.co.uk](mailto:recruitment@bes.318education.co.uk).

### **Please note:**

- It is essential that all elements of the application form are completed in full.
- We do not accept CVs in support of an application.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate

*The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the trust website.*

**In line with Keeping Children Safe in Education (KCSiE), online checks will be carried out on the successful applicant.**