



Victoria
ACADEMIES TRUST

*Cleaner, Northfield Manor Primary
Academy, Selly Oak, Birmingham*

Recruitment Pack

*Part time , term time plus 4 weeks and Permanent from 3rd November
2025*

Pay scale: NJC Grade 1 SCP 2-3 (starting salary £8005.29 per annum)

#BeTheBestYouCanBe

Welcome From the CEO

Thank you for your interest in joining the team at Victoria Academies Trust.

I am delighted that you are interested in working with us. Victoria Academies Trust is a primary only trust based in the West Midlands consisting of a mix of sponsor, converter and free schools. We currently have ten schools open; nine mainstream and one special school.

Victoria Academies Trust was set up in 2014 up with the sole aim 'to make our people the best they can be'. We are passionate about making a difference to the lives of our pupils,

families and colleagues. We want to inspire our young people to achieve more than they imagine possible, and having the right people in every role across our schools is an important part of making our vision become reality.

We have a strong board of Trustees who work closely with the trust executive team to focus on our goals of investing in our school communities, growing and valuing our colleagues and preparing our children for the

future. This ensures that our schools are on a continual journey to the be best they can be. We currently educate over 3200 pupils across

the primary age range, and employ over 500 colleagues across our schools and in our Trust Central Team.

We may be ten schools, but our vision and values run through our Trust and we truly as a family, united in our ambition for our people 'To Be The Best They Can Be'.

The opportunity:

We are looking to recruit a permanent, full time class teacher at Devonshire Infant & Junior Academies from 1st September 2025.

Full downloadable recruitment forms can be found on our website at [Job Vacancies \(victoriaacademiestrust.org\)](https://victoriaacademiestrust.org)

We are committed to flexible working and are happy to have discussions with prospective candidates.



Sharron Philpot

CEO

Victoria Academies Trust



About Us

Our Mission

Our mission is our reason for being - it is simply: to make our people the best they can be.

Our people are our colleagues, our pupils, our governors and our school communities – we work with and empower our people to be the best they can be.

Our Vision

Our vision is the picture we paint, the future we want to create, based on our mission.

We are a family of schools, united in our passion for inspiring pupils to achieve more than they imagine possible.

We have a positive influence on children's lives in areas where we can make the most difference.

We are ambitious for our children. Our high expectations of them, the memorable experiences and opportunities they have in our schools, along with the kindness and compassion which is at the centre of our Trust means that they will be successful in whatever they choose for their future.

We are at the heart of our communities; a place where local people can turn to for help, support and guidance, working with us for the greater good of our shared community.

We are aspirational for our people, who are given opportunities to grow, develop and become experts in their chosen fields.

Our people feel valued and supported; they show ambition, courage and resilience, but most of all are kind and respectful.

Our Values

Our Values are important to us and guide our behaviours, our relationships and the way we work together. They define how we want to be.

These values of **Unity, Integrity, Courage, Curiosity and Excellence**, along with our commitment to strong ethical leadership ensure that we build a positive and powerful legacy to be proud of.



Unity

We know that by working together, we are stronger than working alone. We work together as a family, united in our shared responsibility to achieve our mission.



Integrity

We show integrity by being honest, truthful, and transparent; always doing what we believe is right and true. We show kindness and respect by treating others with dignity, empathy, and understanding.



Courage

We show courage by being ambitious, challenging ourselves and others to achieve more. We take on challenges with enthusiasm, determination, and resilience, learning from failures.



Curiosity

We show curiosity by having a passion to learn, explore, and discover new things and new ways of working. We are innovative and ambitious, always seeking to be even better.



Excellence

We have a strong commitment to continuous improvement, a willingness to learn and a dedication to becoming the best we can be.

What we can offer you

Joining the Victoria Academies Trust means becoming part of a vibrant and dedicated community that is committed to ensuring colleagues are supported 'To Be They Best They Can Be'

This is what we can offer you:



Competitive Pay Scales

- **Transparent Salary Framework:** We offer clear and transparent pay scales, aligned to government recommended pay, that reflect your experience and expertise.
- **Annual Pay Review:** Commitment to regular reviews to ensure our salaries remain aligned to government recommended scales for teaching and non-teaching staff.



Generous Pension Scheme

- **Teachers' Pension Scheme:** Benefit from one of the most generous pension schemes in the UK.
- **Local Government Pension Scheme:** Our support staff are enrolled in the LGPS, which is a secure and flexible pension plan that provides a valuable package of retirement and death in service benefits
- **Employer Contributions:** We make significant employer contributions to your pension, helping you plan for the future with confidence.



Professional Development

- **Tailored Growth:** Benefit from our bespoke professional development programmes, designed to help you reach your career goals.
- Access to over 100 tailored CPD courses through a mix of flexible webinars and online or face to face opportunities
- Opportunities to network with likeminded individuals- through networks, meetings and our annual Whole Trust Conference.
- **Leadership Opportunities:** With a clear pathway for progression, you have the chance to advance into leadership roles within our trust – teaching and non-teaching



Well-being and Support

- **Work-Life Balance:** We support a healthy work-life balance with flexible working options and a commitment to you through our Flexible Working Policy and People Strategy
- **Health and Wellness:** Access to our comprehensive wellbeing and benefits scheme which includes counselling services, access to Doctor, Nurse and Physio support, online wellbeing and exercise sessions, discounts on gym membership, cycle to work scheme and lifestyle voucher scheme
- Paid expenses in line with HMRC guidance – and access to free parking on site at our schools
- **Dedicated technology** – To enable to to fulfil your role effectively
- Dedicated shared working spaces allowing colleagues to collaborate and work in way that suits them
- Generous holiday allowance – many of our roles are term time only contracts



Community and Culture

- **Collaborative Environment:** Thrive in our culture of teamwork and support, where ideas are shared and successes celebrated.
- **Community Impact:** Make a real difference in our local communities through various outreach and engagement activities and events

We are proud to offer a fantastic and supportive working environment where our passion for inspiring our children to achieve more than they imagine possible is at the heart of everything we do.

If you're ready to make a significant impact and grow with us, we would love to welcome you to our team

Our Schools, Our Journey



2012

Victoria Park
Primary becomes
Victoria Park
Academy



2014

Victoria
Academies Trust
founded



2014

Rowley Park
Academy,
Staffordshire join
as first sponsor
school



2014

Devonshire
Infant and Junior
Academies,
Sandwell join as
converter



2017

Birchen Coppice
Academy,
Worcestershire
join as a sponsor
academy



2016

Fibbersley Park
Academy, Walsall
join as a sponsor
academy



2015

Northfield
Manor Academy,
Birmingham join
as a converter
academy



2018

Foley Park
Academy,
Worcestershire
join as a converter
academy



2019

Poppyfield
Academy,
Staffordshire
opens as our first
Free School



2022

Elm Tree
Academy,
Sandwell opens
as our first SEND
Free School



2025

Whitehall
Nursery & Infant
Academy join as
converter school
2025



Role Overview

Lunchtime Supervisor- Northfield Manor Primary

Northfield Manor Academy is a two form school in Birmingham which became part of the Victoria Academies Trust in 2015. The trust aims to build a family of outstanding schools who share a passion for powerful, immersive and creative learning. Northfield Manor Academy is a well-resourced school in an attractive environment.

We are looking to appoint a cleaner to work within the school, who enjoys working with children and wants to work as part of a friendly, enthusiastic team.

We are looking for applicants who;

Be happy, friendly and reliable.

Be a hard worker who has a commitment to the 'Whole school'.

Be able to work well around pupils

Be able to work co-operatively and flexibly with a range of staff.

Have high expectations of children and their behaviour.

Have high standards of cleaning and an eye for attention to detail.

As a school, we can offer the successful candidate:

- A commitment to continuing professional development
- A supportive and hardworking staff team who are united in their drive to ensure children achieve the very best outcomes academically and socially
- Friendly and happy children who are keen and eager to learn

Northfield Manor Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

For further information, please contact the school office on 0121 594 0898 or via email

enquiry@northfieldmanoracademy.org.uk. Please return completed applications to the email address above or marked for the attention of Mrs Taylor, Northfield Manor Academy, Swarthmore Road, Selly Oak, Birmingham, B29 4JT

Closing Date: Thursday 2nd October 2025 12noon

Interviews: Monday 6th October 2025





Job Description

Responsibilities of the role

School – Northfield Manor Primary Academy

Position profile

School: Northfield Manor Primary academy
Post title: Cleaner
Responsible to: Head Teacher
Remuneration: NJC Grade 1 SCP 2-3 starting salary £8005.29 per annum
Commencement date: 3rd November 2025
General professional duties and responsibilities:

This job description will be reviewed annually and may be amended at any time following discussion between the Head Teacher and member of staff.

To assist the Head Teacher with the supervision of children before, during and after the midday meal.

Role Overview:

The member of staff will work under the direction of the Caretaker, to undertake, as part of a team, the cleaning of designated areas to ensure they are maintained in a clean and hygienic condition.

Working hours

- 12.5 hours week (term time + 4 weeks) 7am-9:30 Monday – Friday.
- Working times of hours adjusted during school holidays.

Special Conditions

- Annual holidays should be taken during school holidays

Duties and responsibilities

- Routine cleaning of premises and furnishings in all room types during term time, to include vacuuming, damp dusting, mopping, machine cleaning floors, polishing and emptying of litter bins.
- Periodic cleaning of premises and furnishing during periods of school closure, to include scrubbing/stripping of floors, wall washing, carpet shampooing and cleaning of internal glass.
- Use of all types of electric cleaning equipment, e.g. scrubber/polishers, carpet extraction machines subject to appropriate training.

Job Description

Responsibilities of the role

School – Northfield Manor Primary Academy

Cleaning of toilets and sanitary areas to include where necessary the removal of body emissions to maintain the required standard of hygiene.

- To work at all times under the direction of the Caretaker.*
- To inspect and report any defects to the Head Teacher or Caretaker*
- To replenish all consumables as and when required e.g. soap, toilet paper etc.*
- Use of access equipment to clean areas not accessible from floor level subject to a safe system of work.*
- Promote and safeguard the welfare of children and young persons you come into contact with.*
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.*
- Awareness of safeguarding responsibilities and to undertake training as appropriate*
- It is the responsibility to carry out their duties in line with Trust Policies on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for in line with this policy, the Equality Standard and obligations under the Race Relations (amendment) Act 2000.*

Such other duties as may be appropriate to achieve the objectives of the post to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

- The post holder must at all times carry out his/her responsibilities with due regard to the Trust's policy, organisation and arrangements for Health and Safety at Work.*

- The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Head Teacher.*


Note

1. This job description is not necessarily a comprehensive definition of the post. The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Headteacher with the postholder.

Person Specification

Cleaner- Northfield Manor Primary Academy

	Qualities
Physical	Must be physically fit to undertake the duties Good attendance record
Experience	Knowledge of Industrial cleaning Equipment. Knowledge of health and safety procedures and precautions. Awareness of COSHH regulations. (Control of Substances Hazardous to Health Regulations) Awareness of health and hygiene procedures. Demonstrate and assist in the safe and effective use of materials and equipment.
Personal Qualities	Good organising and prioritising skills. Able to demonstrate a commitment to team work. Ability to work in a team, to cooperate and be flexible to meet the requirements of the post Ability to use initiative where appropriate



**Note: Due to the nature of how a multi-academy trust operates there is an expectation that all staff are willing and able to travel across the MAT (via their own car) to provide school-to-school support from time to time, as required. This means that a clean driving licence and acceptance of these terms is essential. Travel expenses will be reimbursed at the agreed rate.*



Safeguarding

Victoria Academies Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of the Trust.

Equalities:

Victoria Academies Trust has a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.

Flexible Working:

Victoria Academies Trust is committed to ensuring that all colleagues have working conditions that meet their own needs, as well as the needs of their schools and children. Details of our Flexible working policy can be found on our website: [VAT-Flexible-Working-Policy-v1.0-.pdf](#) (victoriaacademiestrust.org)



Victoria Academies Trust

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