



The Birley Academy
A L.E.A.D. Academy

Candidate Information Pack

Cleaner

The Birley Academy





Welcome from the Headteacher

I am very proud to be the Headteacher of The Birley Academy and feel honoured and privileged to work with our pupils, parents, carers, colleagues and community to be part of the team who are making The Birley Academy a brilliant place to learn and work.

I am passionate about working with our staff in school and with colleagues across L.E.A.D. Academy Trust to ensure that the education we provide our pupils is of the highest quality, studying a broad range of subjects complemented by a clear personal development and wider curriculum offers.



Victoria Hall, Headteacher

About The Birley Academy

At The Birley Academy our vision is simple; we challenge ourselves and each other to be our best selves, demonstrating our school values every day, in all situations. Our latest Ofsted inspection rated the academy 'Good' across all areas and noted that students are 'proud to say they are part of The Birley Academy community. We want to be the school of choice in our region, showcasing excellent teaching and providing our pupils with an exemplary education and school experience.

Our values of Courage, Ambition, Respect, Kindness and Integrity have been developed with our staff and pupils to help all to succeed in life and achieve our academy vision together.

We are dedicated to providing a transformative educational experience that prepares students not only for academic success but also for a life of purpose, responsibility and fulfillment.

As part of L.E.A.D. Academy Trust, we are committed to providing the highest quality education, enabling every pupil to reach their full potential. We work with all stakeholders including parents, local businesses, community leaders and our partner primaries to represent and best meet the needs of our pupils.



About the Role

We are seeking a reliable, conscientious and hardworking Cleaner to join our site team at The Birley Academy. This role plays a vital part in ensuring a clean, safe and welcoming environment for pupils, staff and visitors on a daily basis.

As a Cleaner, you will help maintain high standards of cleanliness across the academy, contributing directly to the health, wellbeing and positive experience of everyone who learns and works in our community. Working under the direction of the Site Manager, you will carry out a wide range of cleaning duties, ensuring that all areas of the academy are clean, hygienic and well-presented.

This is an important position for someone who takes pride in their work, understands the value of teamwork and recognises the impact that a well-maintained environment has on learning, safety and school life. Your work will support the smooth running of the academy and help uphold expectations around hygiene, health and safety.

We are looking for someone who approaches their role with professionalism, care and attention to detail, and who is committed to contributing positively to the wider school community.

What We Are Looking For

We are looking for a practical, dependable individual who is able to work efficiently and take responsibility for maintaining high standards of cleanliness across the academy.

The ideal candidate will:

- Be able to carry out a range of cleaning duties including sweeping, mopping, dusting, vacuuming, toilet cleaning and waste removal.
- Demonstrate a good understanding of health and safety requirements, including the safe use of cleaning equipment and materials and adherence to COSHH regulations.
- Be able to follow instructions, prioritise workloads and work effectively within a cleaning team.
- Show good communication skills and the ability to build positive working relationships with colleagues.
- Take responsibility for the care and correct use of cleaning equipment and materials.
- Be alert to potential hazards, damage or health and safety concerns and report these appropriately.
- Show a positive attitude, willingness to learn and openness to training and development.
- Work in ways that promote equality, respect and inclusion within the academy community.
- Embrace the Trust's core principles of Lead, Empower, Achieve and Drive, and demonstrate these in everyday working practices.

This role is well-suited to someone who is organised, methodical and takes pride in contributing to a clean and safe school environment.

Why Join Us as a Cleaner at The Birley Academy

This is a rewarding opportunity to join a supportive, values-driven academy where every role plays an essential part in pupils' success and wellbeing.

By joining our site team, you will benefit from:

- Being part of a friendly and committed staff team that values collaboration and mutual respect.
- Clear guidance and support from the Site Manager and senior leaders.
- A role that makes a tangible difference to the daily life of the academy community.
- Opportunities for training related to health and safety and cleaning practices.
- Employment within a Trust that places strong emphasis on safeguarding, wellbeing and professional standards.
- The security of working within an established, respected multi-academy trust.

Your contribution will help ensure that pupils and staff work in an environment that is clean, safe and fit for learning every day.

Our Location and Community

The Birley Academy is located in the south-east of Sheffield, a diverse and welcoming city known for its strong sense of community, excellent transport links and high quality of life.

Sheffield offers a unique balance of urban living and green space. As one of the UK's greenest cities, it provides easy access to parks, woodlands and the nearby Peak District National Park, supporting a healthy work-life balance.

The local area offers:

- A welcoming and diverse community
- Good local amenities and transport links
- An affordable cost of living compared to many other UK cities
- A strong sense of local identity and pride

With a supportive academy environment and a vibrant city setting, The Birley Academy offers a positive and purposeful place to work.

Benefits of being part of the Trust



Annual leave

Teachers enjoy up to 13 weeks annual leave during school holidays. This is in addition to any bank holidays or statutory holidays.

Support staff benefit from an enhanced holiday allowance, starting at 26 days up to a maximum of 36 days, pro-rata for term time only staff. The allowance is dependent on the role and amount of service increasing after 5 and 10 years service.



Competitive salary

All Trust roles (except apprentices) offer a minimum hourly rate above National Living Wage, with salary progression.



Pension scheme

Teacher's Pension Scheme or LGPS, with generous minimum employer contribution of 17.4% plus life cover.



Online GP service

24/7 access to online GP consultations, providing advice, diagnosis, referrals, and ongoing support for all staff.



Flu vaccinations

Free seasonal flu vaccinations for employees who are not otherwise eligible, ensuring health and wellbeing.



CPD

Individual development plus high quality professional development through the L.E.A.D. Teaching School Hub for teachers.



Employee Assistance Programme

Free 24/7 support for employees, offering counselling and resources for emotional, financial, and legal issues.



Free eye test

Free eye test every two years for regular computer users, reimbursed through expenses to promote wellbeing.



Occupational Health

FREE services available to support employee well-being and promote a healthy work environment.



Physiotherapy services

Access to free physiotherapy to aid recovery, support physical health, and promote overall employee wellbeing.



Access to discounts

Exclusive discounts and cashback on travel shopping, insurance and utilities through the Blue Light Card, Discounts for Teachers and Teacher Perks.



Travel expenses

Business travel expenses reimbursed at the HMRC maximum mileage rate to support staff travel needs.

Job Description



Cleaner

Location:	The Birley Academy, Birley Lane, Sheffield S12 3BP
Salary:	SCP 3 - SCP 7
Closing date:	Wednesday 30 September 2026 - 08:00
Interview date:	W/C 05 October 2026
Start date:	ASAP

Job Purpose:

To ensure that a high level of cleanliness is maintained throughout the School/College on a daily basis.

Duties and Responsibilities:

- To carry out cleaning duties as required including sweeping, dusting, wall washing, toilet cleaning, mopping and use of vacuum cleaners.
- To ensure that the correct equipment is used for each specific cleaning task, including electrical and mechanical equipment.
- To follow the appropriate instructions and COSHH regulations when using cleaning materials.
- To empty litter bins in classrooms and offices.
- To replenish janitorial supplies in toilets.
- To follow and be aware of responsibilities for Health & Safety measures designed to protect self, other staff and users of the premises.
- To notify the Site Manager/Caretaker/school office, of any damage to buildings and equipment or of anything you see that may be dangerous to pupils and/or staff.
- To ensure that windows and doors are closed when work is finished.
- To carry out planned cleaning programmes during Academy closures.
- To wear the appropriate clothing, shoes, gloves, etc for the tasks involved.
- To be responsible for the care of all cleaning equipment and materials assigned to them.

Influencing and Managing Relationships:

- Headteacher
- External Contractors
- Parents and carers
- Senior Leadership Team
- Staff

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Qualifications and Attainments	Essential criteria	Desirable criteria
	A level of numeracy and literacy sufficient to carry out the duties of the post	Further education qualifications in related fields, e.g.: health and safety training or maintenance qualification

Skills and Knowledge	Essential criteria	Desirable criteria
	- Good verbal communication skills appropriate to the need to communicate effectively - Able to prioritise own workload and to work to deadlines - Ability to build and form good relationships with students, colleagues and other professionals - Able to follow direction from a line manager and work in collaboration with the team	

Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Experience	Essential criteria	Desirable criteria
	• Experience of using basic cleaning equipment • Willing to undertake a range of training	• Experience of working in a school or similar establishment

Personal Attributes	Essential criteria	Desirable criteria
	• Have an openness to learning and change • Have a positive attitude to personal development and training • Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility • Recognition of the importance of personal responsibility for health and safety	

Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Additional Requirements	Essential criteria	Desirable criteria
	• This role is subject to an enhanced DBS • Ability to reach, bend and carry out some heavy lifting • Willing and able to work outside of usual school hours	



How to apply

Closing date: Wednesday 30 September 2026 - 08:00
Interview date: W/C 05 October 2026
Contact email: hr@birleysecondaryacademy.co.uk
Contact number: 0114 239 2531

Please apply online through the [Trust recruitment portal](https://recruit.sampeople.co.uk/Jobboard/Trust/lead) or visit recruit.sampeople.co.uk/Jobboard/Trust/lead.

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



About the Trust

L.E.A.D. Academy Trust was established by Diana Owen, CBE in 2011 using her considerable experience as an executive headteacher, National Leader of Education, coach and mentor.

The Trust comprises 24 primary and 3 secondary academies across the East Midlands. All academies strive to achieve the highest standards of behaviour and conduct while providing outstanding teaching and learning.

Our values

The acronym L.E.A.D. embodies the four key principles at the heart of the Trust: strong leadership at every level; empowering everyone to aim high; providing the opportunity for all to achieve and constantly driving for improvement.



Lead



Empower



Achieve



Drive

“We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust’s vision and values and are committed to making a tangible difference to the lives of children and young people.”

Diana Owen, CBE Trustee and Chief Executive of L.E.A.D. Academy Trust.



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Primary
Academies



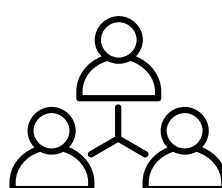
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Secondary
Academies



05

Geographical
Regions



11,500

Pupils



1,650

Staff



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A L.E.A.D. Academy

The Birley Academy

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www.birleysecondaryacademy.co.uk