

Briefing Pack for Applicants Cleaner



Woodthorpe Primary School

Learning and achieving together.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.

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May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.

Section 1: Post Advertisement

Post:	Cleaner
Location:	Woodthorpe Primary School
Pay scale:	NJC Grade 1, point 2: £23,656 gross per annum
Actual Annual Salary:	£6,514.53 (under 5 years of service)
Contract:	Permanent, part time – 11 hours per week, 42 working weeks
Start date:	As soon as possible

Minerva Learning Trust is a growing multi-academy trust committed to providing an outstanding education for students from a wide variety of backgrounds across Sheffield and Derbyshire. Founded in 2014, Minerva Learning Trust has expanded to a thriving family of schools, including primary, secondary, sixth form, and a unique post-16 provision. We have a strong track record of school improvement, successfully transforming schools from Ofsted ratings of RI and Inadequate to GOOD. As part of Minerva Learning Trust Woodthorpe Primary shares the core values of Inclusion, Independence, Respect and Success.

The role will be to provide a comprehensive cleaning service to the school site. You must be able to:

- Maintain a high standard of cleanliness and hygiene in the area/sites allocated.
- Be aware of the conditions associated with the cleaning of your allocated areas related to the school/site users and to work to the appropriate Health and Safety rules and processes.
- Use the appropriate equipment, materials, tools and machinery to ensure the job is done effectively.
- Liaise with site staff, supervisors and line managers as required.

If you have any questions and/or would like to discuss this role before submitting your application form, please speak with Sarah Brown, Business Support Manager, via email: enquiries@woodthorpe-mlt.co.uk

The closing date is 9am on Monday 14 July 2025 and interviews will take place later that week.

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website [Minerva Learning Trust](#). The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

The application form and information pack are available on the school website <https://www.woodthorpeprimary.co.uk> **Please ensure that you do not fill in a Sheffield City Council application form in respect of this vacancy as your application may not be considered.** Please send completed forms to: enquiries@woodthorpe-mlt.co.uk

Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds. As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success.

Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity and time to join our Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.



Bev Matthews
Chief Executive Officer

Section 3: Letter from the Headteacher

Dear Candidate,

Thank you for your interest in the post of Cleaner at Woodthorpe Primary School.

As part of the Minerva Learning Trust, we share the core values of Inclusion, Independence, Respect and Success. This role will be crucial if we are to be truly successful delivering on these for all our children.

This is a crucial role in supporting the school achieve its aims and allowing our children to thrive in a beautiful environment of which we are all proud.

A handwritten signature in black ink that reads "D. Smith". The signature is written in a cursive style with a small dot above the 'i'.

Dave Smith

Woodthorpe Primary School Headteacher

Section 4: Job Description



Minerva Learning Trust Job Description



Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

POST TITLE	Cleaner
GRADE/SALARY	NJC Grade 1, point 2
HOURS/WEEKS	11 hours per week, 42 working weeks
LOCATION	Woodthorpe Primary School
RESPONSIBLE TO	Cleaning Supervisor
RESPONSIBLE FOR	Not applicable
PURPOSE OF THE JOB	The post holder is responsible to the cleaning supervisor and will perform a wide range of cleaning activities to maintain the cleanliness of the school building.
RELEVANT QUALIFICATIONS	<ul style="list-style-type: none">• Control of Substances Hazardous to Health (COSHH) certification (training will be given)

SPECIFIC DUTIES AND RESPONSIBILITIES

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

MAIN DUTIES

Responsibilities and accountabilities

- Cleaning of designated areas of the school in the designated time
- Using cleaning materials as instructed by the appropriate person in charge
- To inform the appropriate person of any cleaning material requirements or problems with equipment
- Operate cleaning machinery e.g. vacuum cleaners
- Ensure that all cleaning materials are stored appropriately
- Spot cleaning of spillages
- Wipe, polish and dust the designated areas
- Empty and clean bins
- Ensure that recyclable materials are recycled in the appropriate bins provided on site
- Clean toilets and showers
- Mop and spray-clean all hard floor surfaces
- Straighten furniture and undertake general tidy-up of designated areas
- Report all defects and hazards to the relevant line manager

Support for the school

- Be aware of and comply with policies and procedures relating to Child Protection, Health & Safety, Security, Confidentiality and Data Protection, reporting all concerns to the appropriate person.
- Contribute to the overall ethos of the school.
- Develop constructive relationships and communicate with students, staff, families and other agencies/professionals.
- Participate in training and other learning activities and performance developments as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Attend and participate in meetings as required.
- Any other duties commensurate with the duties/responsibilities/grade of the post.
- All staff in school are expected to be an active team member, flexible and willing to support events outside the normal academy day including open days and parent's evenings.

SAFEGUARDING

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

OTHER SPECIFIC DUTIES

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.

GENERAL

- To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.
- This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

Section 5: Person Specification



Minerva Learning Trust Person Specification



Post title: Cleaner

Minimum Essential Requirements	Method of Assessment
QUALIFICATIONS AND TRAINING	
Relevant Cleaning experience	AF/I
Control of Substances Hazardous to Health (COSHH) certification (Training will be given)	AF/I
Fire Marshall training or willingness to undertake	AF/I
KNOWLEDGE AND EXPERIENCE	
Previous experience of cleaning in either a school, hospital or other large organisation	AF/I/R
Awareness of cross contamination and colour coding of work equipment (Training will be given)	AF/I
Experience of different cleaning methods for different surfaces and materials (Training will be given)	AF/I
Awareness of Health & Safety in relation to cleaning operations	AF/I
PROFESSIONAL DEVELOPMENT	
Willingness to actively participate in professional development	AF/I
SKILLS	
Ability to self-motivate and work independently	AF/I/R
Able to work as part of a team	AF/I/R
Ability to build and maintain positive relationships with staff, students, parents and other agencies	AF/I/R
EQUAL OPPORTUNITIES AND SAFEGUARDING	
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I
A commitment to safeguarding students.	AF/I
Suitability to work with children.	AF/I
A commitment to equal opportunities.	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I

Key: AA = Assessed Activity AF = Application Form I = Interview R = Reference

Section 6: The Appointment Process

These notes are intended to guide you when making an application.

1. The Application Form

You must complete the standard Minerva Learning Trust job application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

2. Education and Training

State your qualifications and any training you have undertaken relevant to the post.

3. Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

4. Previous Appointment

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

5. Referees

If you are currently working, or have worked before, your first reference must be your present or most recent employer.

- Your second reference should, where possible, be from your second most recent employer or, if that employment was not working with children but you have worked with children in the past, your most recent child-centred employment.
- Employment references must be from a senior person who knew you in a management capacity. If your reference is from an education establishment, the referee must be the Headteacher or equivalent.
- If you are an ECT, your first reference should be the Headteacher of the school in which you completed your main placement; the second should be your ITT provider.
- If you have not previously been employed, then Headteachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.
- Wherever possible, the email addresses given for your referees should be their work email (or equivalent), not their personal email address.

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

6. The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**

7. Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview. All shortlisted applicants will be asked to complete and return a criminal records self-disclosure form before interview. You must disclose all convictions, cautions, reprimands, final warnings, binding over or other orders, pending prosecution or criminal investigations that are not 'protected'. This should be returned prior to interview, via email to the Headteacher's PA enquiries@woodthorpe-mlt.co.uk

8. The Interview

Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and students and see the school at work. Interviews are likely to take place in the afternoon.

9. Feedback

Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

10. Selection for Appointment

Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

11. Arrangements for Applications

When you have completed your application, the completed form and covering letter should be e-mailed to enquiries@woodthorpe-mlt.co.uk by the closing date.