



Wyvern St Edmund's  
Academy

# APPLICATION PACK



## CLEANER

REQUIRED FOR:  
**AS AVAILABLE**

CLOSING DATE FOR APPLICATIONS:  
**9AM TUESDAY 22<sup>ND</sup> APRIL 2025**

**GENEROSITY RESPECT ASPIRATION COURAGE EMPATHY**



# Welcome from the Headteacher

Dear Prospective Applicant,

Welcome to Wyvern St Edmund's Academy (WSE). As Headteacher, I am immensely proud to lead the school and serve its community of students, staff and parents/carers. WSE is a founding member of the Magna Learning Partnership, situated on the eastern outskirts of Salisbury with beautiful views over the Laverstock Downs to the east and Salisbury Cathedral to the southwest. We are proud of our reputation for high-quality teaching, excellent academic outcomes for our students and strong, effective pastoral care.

In September 2022 we legally opened as Wyvern St Edmund's Academy, enabling us to take full advantage of the benefits associated with inclusive coeducational learning and social development. Wyvern College and St Edmund's School were formally two separate schools, just a few yards apart: Wyvern for boys and St Edmund's for girls. Over the past 15 years the schools have worked closely together, sharing: expertise, staffing resources and mixed GCSE classes.

We have a tremendous team of support staff, teachers and teaching assistants - some of the most talented professionals I have ever worked with - all of whom are proud to work at WSE and passionate about educating, supporting and nurturing our young people. Our collective vision of helping each student to develop into the best version of themselves is at the heart of everything we do and motivates us to provide impactful teaching, comprehensive pastoral care and extensive extra-curricular provision. Moreover, our vision is rooted in Christian beliefs and values whereby we expect our students to use their developing gifts, talents and character to serve others in the local community and beyond (1 Peter 4:10).

Being a vibrant, happy and forward-looking school, WSE is without doubt a great place to teach. Our parents and carers are hugely supportive of the school and we pride ourselves on forming strong and effective partnerships with young people and their families: we work collaboratively throughout any challenges and rejoice in the many successes which come from being part of a wonderful school.

New staff joining the school can be assured of a warm, supportive environment along with excellent professional opportunities for all staff and a strong sense of shared vision and ethos: we help our students to become the best version of themselves in order to serve others. We want all of our students to use their gifts and talents to serve other people well. We are very proud of our caring Christian ethos that runs through every aspect of school life.

We have a close and positive relationship with Salisbury Sixth Form College (S6C) which is a short drive away from WSE. Our partnership with the college means that there are opportunities to work collaboratively with KS5 students and teachers.

I look forward to meeting you so that you can see for yourself just how great Wyvern St Edmund's is.

Yours sincerely

Mrs L Henderson  
Headteacher

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# About this Role

Thank you for your interest in applying for this post. This is an exciting opportunity to join a happy and successful school with excellent achievement and delightful students.

We currently have a requirement for additional cleaners to join our Site Team and work with us at Wyvern St Edmund's Academy. Wyvern St Edmund's is proud of its reputation as a happy and caring school. We require enthusiastic individuals to help maintain the high cleanliness standards of all of the buildings and facilities across our large site.

These positions are:

- Permanent;
- 6 hours per week, over 2 days (3 hours per day), 3pm - 6pm. The successful candidate must be able to work a Thursday with a preference for Wednesday or Fridays as the second day.
- Term time only with an additional 2 weeks for holiday deep cleans (41 weeks per year);
- Start date: As soon as available
- Salary: MLP Grade B2, FTE salary £23,657 £12.26 per hour;
- Closing date for applications: **9am Tuesday 22<sup>nd</sup> April 2025**

We are hoping for individuals who are energetic and fun to work with. We are a creative and forward-thinking team who pride ourselves on developing positive relationships with students; we believe that being approachable and caring is what helps us safeguard students and drive progress.

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# Why work at WSE?

We are committed to a staff culture where people feel well-supported, professionally engaged, challenged and valued. In turn, this culture enables our students to become the best versions of themselves because they are nurtured and inspired by a committed, happy staff team. We are very proud of the progress that students make here at WSE. We are committed to a process of constant school improvement so that our students are afforded every opportunity.

Staff wellbeing is at the heart of our vision and all staff, as our most important resource, are to be valued, supported and encouraged to develop personally and professionally within a vibrant, empathetic and caring community.

There are some additional perks that we are able to offer such as private healthcare, reduced corporate gym membership, free car-parking and the Wiltshire Rewards cashback programme, which staff really appreciate. Staff also benefit from our commitment to professional development and, in working as part of a multi-academy trust with four secondary schools, groups of subject leaders and teachers are able to meet regularly to share ideas, schemes of work and to moderate together.

Visit our website and see what our staff say  
about [working at WSE](#)



## Ofsted

The February 2018 Ofsted inspection recognised our 'relentless drive to raise standards' and praised the 'clarity of vision' and 'inspiring' ideas that we have.

In January 2020, Ofsted also observed that 'the move to combine Wyvern College with St Edmund's School has widened the curriculum available to students. An effectively planned curriculum means that students are learning well and students feel well cared for and know that there is always someone to whom they can go if they have a problem.'

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# How to Apply

Please take time to look at the information about WSE through our website. Should you have any specific queries that are not answered by the information we have provided, or wish to visit the school prior to making an application, please contact HR ([hr@wyvernstedds.org](mailto:hr@wyvernstedds.org); 01722 328565).

Visit our TES portal to apply: <https://www.tes.com/jobs/employer/wyvern-st-edmund-s-academy-1262445>

Applications should be submitted via the TES Portal including a supporting statement in which you should detail the skills, attributes and experiences which make you an appropriate candidate for the post.

Should you require a hard copy of the application form, please contact HR to request this.

## Disclosure & Barring Service

**Wyvern St Edmund's are relentlessly focussed on safeguarding and promoting the welfare of its children and young people and expects all staff and volunteers to share this commitment.**

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, you will be required to apply for clearance from the Disclosure and Barring Service if you are successful in your application. This will take place before your appointment is confirmed. DBS clearance will be subject to continuous rechecking throughout employment. The clearance process will disclose details of formal cautions, reprimands and final warnings, as well as convictions. Having a criminal conviction will not automatically exclude you from employment – this will depend on the nature of the position, and the circumstances and background of the offences committed. However, it is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.

Online searches with regards to information that is publically available online will also be carried out for all shortlisted candidates.

## Equality

Wyvern St Edmund's will not discriminate in any area of employment and confirms its commitment to equality of opportunity in all areas. Applicants will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.

WSE are committed to supporting flexible working and will welcome applications from those that wish to work flexibly.

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# Job Description

Job Title: Cleaner

Grade: MLP Grade B

Main Job Purpose: To undertake general duties necessary to provide a clean, hygienic and safe environment for teaching and other school activities.

## Main Duties

1. To carry out cleaning tasks set out in the school's cleaning schedule.
2. To use all cleaning materials and equipment in a safe and proper manner in accordance with any instructions and specifications provided.
3. To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the Head of School (or other nominated supervisor)
4. To observe health and safety and security requirements.
5. To complete any appropriate records or documentation required by the Head of School.
6. To maintain good working relationships with other school staff and to co-operate with reasonable changes to daily work routines to assist the smooth operation of the school.
7. To ensure that work undertaken complies with stated requirements and undertake appropriate training, as required.

## Supervision and Management

The job holder has no regular supervisory responsibility for staff but assists in work familiarisation of peers and new recruits.

## Creativity and Innovation (Problem Solving)

Work is covered by established procedures, e.g. Health & Safety

## Key contacts and relationships

Regular contact with the Head of School/ Manager/ Caretaker and other cleaning staff regarding cleaning duties. There will also be general contact with other school staff.



## **Decision making**

The job holder is expected to report and record any problems involving cleaning materials, equipment breakdown, health and safety matters etc. to the Head of School/Caretaker in line with existing policy and practice.

## **Resources**

The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security.

Cleaning equipment e.g. buffing machine and chemicals will be used regularly to undertake duties. Training and appropriate personal protective equipment will be provided.

## **Working Environment**

Daily use of cleaning equipment, chemicals and machinery.

In addition to the cleaning tasks, some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.

The cleaning duties will be undertaken indoors on school premises. On occasions, this may involve cleaning vomit or excrement from toilet areas.

## **Knowledge and skills**

No formal qualifications or previous experience is required. Initial training in basic cleaning methods and the use of associated materials and equipment will be provided within the induction period and further training provided thereafter, as required.