INOVA
INSTITUTE OF TALENT
Innovation | Collaboration | Excellence

Cleaner

Application Pack

Welcome to INOVA Multi Academy Trust and thank you for your interest in joining our organisation . I am the Chief Executive Officer, and I feel incredibly proud to lead such a wonderfully diverse group of schools, that have people at their heart.

At INOVA Multi Academy Trust, our vision is clear and unapologetically ambitious: Transforming lives through the power of learning. We are a values led Trust, committed to Innovation, Collaboration, and Excellence. These principles guide everything we do from the way we educate and support our learners, to how we develop our staff and engage with our communities.

Each of our schools is unique, shaped by its local context, and we are proud to celebrate that diversity. But what unites us is a shared commitment to equity, high standards, and the belief that every child regardless of background, need, or starting point deserves a brilliant education and the opportunity to succeed.

At the heart of INOVA Multi Academy Trust is a people centred culture. We believe that when we invest in people, we invest in futures. That's why we have created a Trust model that is agile, responsive, and grounded in trust one that removes unnecessary noise from schools and enables Headteachers and staff to focus on what really matters: the young people we serve.

Our central teams provide high quality support and challenge, reducing workload and unlocking capacity at school level. From curriculum development and inclusion, to safeguarding, wellbeing, and digital transformation, we direct more resources where they matter most into classrooms, into staff development, and into building futures full of possibility.

We also believe in doing things differently whether that's through our Institute of Talent, our evidence led school improvement strategy, or our collaborative leadership networks. We don't just strive for compliance we strive for brilliance.

As CEO, I have the privilege of working alongside a deeply committed team of leaders, educators, governors, and support staff all of whom share a common purpose: to unlock potential and create opportunity.

As a prospective staff member, or simply interested in our work,
I invite you to explore our Trust and connect with our journey.
Together, we are building futures worth believing in.



Thank you again for your interest in joining us and the best of luck with your application.

Lee Barber CEO

About INOVA Multi-Academy Trust

Since forming in 2011 we have grown to 9 schools - 5 primary and 4 secondary - providing learning to over 7,500 learners from 2 - 18.

Collaboration is systematic to our Trust. We give our leaders license to operate and empower them to do the right thing for our organisation.

Our Vision: Transforming lives through the power of learning.

Our Mission: To equip young people with the knowledge, skills and character to thrive in a rapidly changing world. From nursery to destination, our pathways will embed a culture of innovation, collaboration and excellence delivered through high quality, inclusive and enjoyable educational experiences.

Our Values: Innovation : Collaboration : Excellence

INOVA MULTI-ACADEMY TRUST

Innovation | Collaboration | Excellence

Our Values

Innovation

- We embrace forward thinking solutions
- We experiment, learning from our success and failures
- We champion the use of cutting-edge resources
- We are agile in our approach.

Collaboration

- We ensure a safe and transparent culture
- We are proactively involved in our communities
- We apply resilience and adaptability
- We promote teamwork and inclusivity.

Excellence

- We have high standards and expectations
- We continually evaluate, seeking improvement
- We insist on equity for all
- We foster a culture of ownership and responsibility.

Our Offer

Each of our schools has its own distinctive character, reflecting the local community it serves. Children joining us have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitudes and interests and believe that everyone can develop through dedication and hard work, leaving our schools fully prepared for successful lives.

Primary Education

Each of our primary schools are Ofsted graded 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

Secondary Education

Our secondary schools work in close collaboration to further develop our curriculum and outcomes. Our sixth form provision is Ofsted graded 'Good' or 'Outstanding.'

Central Services

Our support staff are highly valued, and we offer a range of central services to our schools to enable them to concentrate on outstanding teaching, high quality learning and effective support for individual needs. Services include:

- Catering
- Communications and Marketing
- Facilities and Estates
- Finance
- Governance
- HR
- IT
- School Improvement.

The Role

Wisewood Primary School are seeking to appoint a Cleaner to start as soon as possible.

The successful candidate will join us to complete a strong team and contribute to the school's success. We are looking to appoint someone who will be responsible for maintaining a clean, safe and hygienic environment for pupils, staff and visitors.

Visits to the school are warmly welcomed. Please contact school to arrange a date to visit.

Application forms and further information regarding the role can be obtained at https://www.wisewoodprimaryschool.co.uk/ where there is a link directly to the TES website. The information can also be found on the Sheffield City Council and DfE websites.

Completed applications should be returned to: sgreen@inovamat.org

Please do not use the Local Authority application form.

Salary Range	Grade 2 (£25,614 - £26,016) Actual Salary £10,384 - £10,547
Hours of Work	15 hours per week, 52 weeks per year
Responsible To	Estates Manager / Building Supervisor / Operations Manager
Responsibile For	Maintaining a clean, safe, and hygienic environment throughout the school, ensuring that classrooms, offices, corridors, toilets, and communal areas are cleaned to a high standard for pupils, staff, and visitors.
Benefits	• Local Government Pension Scheme. • Salary Sacrifice Car Scheme. • Cycle to Work Scheme. • Discounted membership for Westfield Health. • Occupational Health. • Wellbeing Programme. • Continuous CPD and Training.

Responsibilities

The postholder must at all times carry out his/her duties and responsibilities within the spirit of INOVA Multi-Academy Trust and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

MAIN DUTIES AND RESPONSIBILITIES

- Clean classrooms, offices, corridors, halls, and other designated areas.
- Vacuum, sweep, mop, and polish floors as required.
- Empty waste bins and dispose of rubbish safely.
- Clean and disinfect toilets, washrooms, and handwashing facilities.
- Dust and wipe down furniture, fixtures, and equipment.
- Replenish consumable items such as soap, paper towels, and toilet paper.
- Clean internal glass, windows, doors, and partitions where appropriate.
- Report any maintenance issues, damage, or health and safety concerns to the Site Manager.
- Use cleaning equipment and chemicals safely in accordance with COSHH regulations and school

Additional Responsibilities

The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to the role.

To undertake any additional responsibilities and duties, commensurate with the post, as requested by the Headteacher.

To maintain high levels of confidentiality and professionalism at all times.

Support the vision, ethos and policies of the Trust, ensuring the school meets all statutory safeguarding requirements.

Any other related duties and responsibilities as may arise.

Any other duties and responsibilities appropriate to the grade and role
All the above duties and responsibilities to be carried out in accordance with INOVA Multi-Academy Trust Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

Fluency Duty:

The ability to converse at ease with members of the public and pupils and provide advice in accurate spoken English is essential for the post

The Person

The successful candidate will demonstrate the following:

Skills and Knowledge	Good cleaning skills and knowledge of effective cleaning methods. Ability to use cleaning equipment such as vacuum cleaners, floor polishers, and mops safely. Attention to detail to ensure high standards of cleanliness and hygiene.
Qualifications and Experience	Knowledge of health and safety procedures in the workplace. Understanding of COSHH (Control of Substances Hazardous to Health) regulations and the safe use of cleaning chemicals. Awareness of infection control and hygiene standards.
Personal Qualities	Reliability, punctuality, and a strong work ethic. Ability to follow instructions, cleaning schedules, and procedures. Teamworking skills when working with other cleaning staff. Physical ability to carry out manual tasks, including lifting, bending, and standing for extended periods.
Work Related Circumstances (including working conditions)	• The role is based at Wisewood Primary School but could involve travel to other school sites within the Trust • Working early mornings, evenings, or during school holidays to avoid disruption to teaching and learning. Working both independently and as part of a cleaning team.

How to Apply

Applications for this role are via email at sgreen@inovamat.org

The closing date for applications is 4pm Monday 30th November 2026, interviews week beginning Monday 7th December 2026.

Visits to the school are warmly welcomed, please contact the main school office on 0114 2343304 to make arrangements.

Safeguarding

INOVA Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We will ensure that all of our recruitment and selection practices reflect this commitment. All candidates will be subject to the following employment checks:

Shortlisted Candidates:

- References will be requested before interview
- A Criminal Convictions Disclosure Form will be requested at interview
- Evidence of right to work in the UK will be requested at interview
- Qualification certificates will be requested at interview
- Disclosures concerning child protection investigations, relationships with pupils, employees, governors or trustees, prohibition orders and section 128 directions (where applicable) will be requested at interview
- We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role, or to working with children, then this may be raised with the candidate at interview and/or we may take advice from the local authority children's service.

Successful Candidates:

- Successful candidates will be required to undertake a DBS Enhanced Disclosure (with barred list) check
- Successful candidates will be required to complete a Childcare Disqualification under the Childcare Act 2006 Declaration (for applicable posts)
- Pre-employment medical screening.

Please Note: Canvassing of any employee, Trustee or member of the Local Governing Board, directly or indirectly, and your application will be disqualified.

Policies: Our approach to safeguarding and school safeguarding policies can be found on the Trust website.

Equality and Diversity

We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender religion, age, disability, marital status or sexual orientation.

Data Protection

As part of the recruitment process, we need to collect your personal data. For more information about what we do with your personal data, please see our Recruitment Privacy Notice on the policies page of our website.



INOVA Multi-Academy Trust
Floor 5, Block 2, Pennine 5, Tenter Street, Sheffield, S1 2BY

0114 5532840
info@inovamat.org
www.taptontrust.org.uk

INOVA MULTI-ACADEMY TRUST
Innovation | Collaboration | Excellence