

# Recruitment Pack

**Cleaner**

Woodfield Primary School



## Introduction by the Chief Executive Officer

Thank you for your interest in this exciting opportunity to develop your career with The Rose Learning Trust. We hope that by reading this pack and the information available on the [website](#) you will get a good overview of the exciting opportunities and support you can expect as a member of staff at our trust.

We are a collaborative organisation focussed on high standards and opportunities for all. As a trust, we seek to support and challenge each other to improve the outcomes and life chances of all our pupils across all our communities. We will continue to learn from each other: transforming futures collaboratively. In this way we believe that the changes we make, the developments and strategies we put in place will have purpose, be embedded and effective.

Our aim is not only to grow our trust successfully, but also sustainably. We believe that through quality, not quantity, we can facilitate opportunities that can be invested back into the people who will secure our future: our pupils and staff. Our aim at The Rose Learning Trust is to provide all pupils with the best possible start in life within communities of promise.

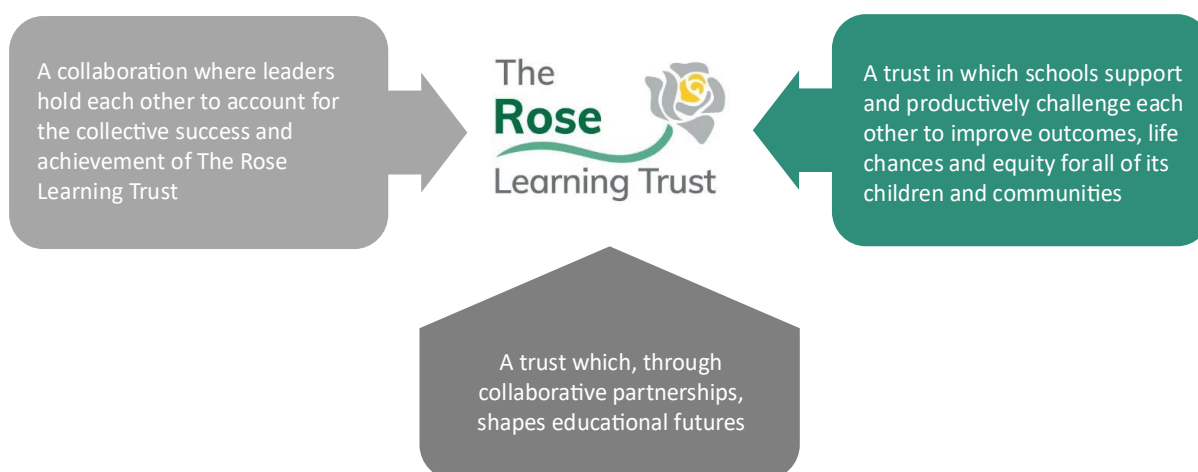
**Jeremy Harris**

Chief Executive Officer



## Vision

### Transforming Futures Collaboratively



## Overview of the trust

The strategic plan combines our vision and values with our strategic objectives and developing excellence priorities. Each school will use the developing excellence priorities as the base for their school developing excellence plans. This ensures that, although each school has their own priorities and development areas, they are within a clear unified structure that aligns with the trust strategic plan. Please see the [website](#) for more information.

## Our vision: Transforming Futures Collaboratively

We will achieve our vision by:

- Every child having the best start to their education
- Every child having the best tools and support to learn and grow in a safe, secure environment
- Every child having access to excellent teaching and an excellent curriculum
- Every child being encouraged and inspired to believe in themselves
- Every child learning how to make and sustain great relationships
- Creating an enjoyment of learning through collaboration with all partners
- Creating equitable lifelong learning opportunities and academic success for all children



## THE ROSE LEARNING TRUST STRATEGIC PLAN 2023-2026

<b>Vision</b>	<b>TRANSFORMING FUTURES COLLABORATIVELY</b>				
<b>Values Statement</b>	The Rose Learning Trust aims to create and foster a culture of high aspiration, enjoyment for learning, academic success and lifelong skills for all our pupils, within communities of promise.				
<b>Strategic Objectives</b>	<b>Developing Pupils</b>	<b>Developing People</b>	<b>Developing Governance</b>	<b>Developing Growth, Business Facilities and Resources</b>	<b>Developing Communities and Partnerships</b>
<b>Developing Excellence Priorities</b>	Excellent teaching for every child	Excellent curriculum for every child	Excellent standards of behaviour, attitudes, attendance and safeguarding	Excellent targeted support for every child that needs it	

## Woodfield Primary School



At Woodfield Primary School, we strive to promote an inclusive, child centred approach to learning, where our core values of aspire, create, respect, explore and engage are at the centre of everything we do.

Access to inspiring and motivating learning experiences through first class teaching, ensures everyone is able to achieve their potential in all areas of school life.

Our commitment to social responsibility, honesty and caring for others promotes our aim to be an integral part of the wider community, which values and enriches whilst providing opportunities for all.

Above all we want our school to be a happy and welcoming place where children parents, staff and visitors feel valued for who they are. Where our children believe in themselves just as much as we believe in them.



## Advert Information

<b>Post</b>	<b>Cleaner</b>
<b>Contract type</b>	Permanent Term time plus 3 weeks (15 days) 47.462 weeks
<b>Grade</b>	NJC Grade 3 scale point 2 £12.65 per hour Next review due April 2026 Actual annual salary £6022.30
<b>Hours</b>	10 hours per week Monday to Friday 3pm to 5pm
<b>Reporting to</b>	Assistant Head (SBM)
<b>Location</b>	Woodfield Primary School
<b>Commencement date</b>	Asap
<b>Closing date</b>	12 noon Wednesday 11 <sup>th</sup> February 2026
<b>Shortlisting date</b>	1pm Wednesday 11 <sup>th</sup> February 2026
<b>Interviews</b>	Wednesday 25 <sup>th</sup> February 2026

The Rose Learning Trust is a successful medium sized trust based in Doncaster and North Lincolnshire. We have grown from two schools to eleven over the last seven years with a central trust office based in Balby. We are a trust that lives our vision of ***transforming futures collaboratively*** in all our work to ensure we develop and grow sustainably and embed best practice for the benefit of our pupils.

Woodfield Primary School is looking to appoint a highly motivated and organised professional to play a key role in our school. A vacancy exists for a hardworking and dedicated Cleaner to join our school.

As a member of staff, you also benefit from greater opportunities for professional development and promotion as we encourage movement between our academies to give you broader work experience. The Cleaner should always comply with the trust's code of conduct, safeguarding policies and practices and have:

- Personal integrity and a commitment to the Nolan Principles of Public Service.
- A commitment to diversity, equal opportunities and anti-discriminatory practices.
- A commitment to ensuring children learn in a clean and safe environment.
- A commitment to professional development and training.
- An affinity with The Rose Learning Trust culture and purpose.



We are looking for:

- Someone who is enthusiastic, highly motivated individual who will bring a sense of energy and passion to the role.
- Someone with a pride and love of cleaning.
- Someone who can use their initiative to work independently and flexibly.
- Someone who enjoys working with children and forms good relationships with both children and adults.
- Someone who is willing to work as part of a team.

We can offer:

- A friendly, caring school which is central to the community.
- A happy and welcoming school where children, parents, staff and visitors feel valued for who they are.
- A dedicated and supportive team who create an ethos of success for both staff and pupils.
- Excellent professional development opportunities.
- Wonderful pupils and parents who support the school in all that it does.
- Private health benefits including wellbeing facilities.
- Opportunities to support in the wider life of school.

Visits to the school are warmly welcomed and encouraged. They can be made by appointment with the Head Teacher, Mrs Kate Hallam [admin@woodfield.doncaster.sch.uk](mailto:admin@woodfield.doncaster.sch.uk) or 01302 853289

Application packs are available on The Rose Learning Trust website <https://www.roselearning.co.uk> and should be returned to Mrs Jayne Miller, Assistant Head [jayne.miller@woodfield.doncaster.ch.uk](mailto:jayne.miller@woodfield.doncaster.ch.uk) by 12noon on Wednesday 11<sup>th</sup> February 2026.

Please note: we cannot accept CVs only applications made via MyNewTerm will be accepted.

To apply use the link below:

<https://mynewterm.com/jobs/143451/EDV-2026-WPS-67296>

***This post involves working with children and therefore if successful you will be required to apply for a Disclosure and Barring Service records check at an enhanced level. Further information about the Disclosure Scheme can be found at [www.gov.uk/disclosure-barringservice-check](http://www.gov.uk/disclosure-barringservice-check).***

***In line with our safer recruitment policy two reference will be sought before we interview.***

***We are committed to the equality of opportunity in the services provided to customers and all aspects of employment. We warmly welcome applications from all sectors of the community. Our recruitment policies, procedures and practices enable all applicants to be considered on merit and ability to do the job. We will make reasonable adjustments, in line with the Equality Act, for disabled applicants if these are needed.***



## **JOB DESCRIPTION**

<b>Post:</b>	Cleaner
<b>Grade:</b>	Grade 3 scale point 2 £12.65 per hour Next review due April 2026
<b>Salary:</b>	Based on the above this equates to: £5,878.26
<b>Hours:</b>	10 hours per week Mon to Fri 3pm to 5pm
<b>Weeks:</b>	Term time plus 3 weeks (15 days) 47.462 weeks
<b>Supervisory responsibility:</b>	None
<b>Reports to:</b>	Assistant Head (SBM)

### **Overall Objectives of the post**

To undertake, individually or as part of a team, the cleaning of designated areas to ensure school is kept in a clean and hygienic condition.

To take a pride in the appearance of our school and be a valued member of a strong existing school team.

### **Key Tasks of the Post:**

- 1. You will undertake, individually or as part of a team, the cleaning of designated areas and ensure school is kept in a clean and hygienic condition.**
  - Be responsible for cleaning certain parts of the school site as allocated by the school (this may vary from time to time).
  - Use cleaning materials as instructed by the school.
  - Operate cleaning machinery in cleaning soft and hard surfaces e.g. vacuum cleaners and polishers.

Carry out the following duties (please note this list is not exhaustive):

- Vacuum cleaning hard and soft floors.
- Spot cleaning of spillages.



- Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass.
- Emptying and cleaning bins.
- Cleaning toilets including sanitary fittings and surrounds.
- Mopping and spray cleaning hard floor surfaces.
- Wiping and polishing and straightening furniture.
- Replenishing janitorial supplies in toilets etc.
- Shampooing of carpets as directed.
- Checking and closing windows, switching off lights after work.
- Cleaning of pots including the stacking and emptying of dishwasher
- Cleaning of windows on the inside
- Checking areas for cobwebs both at high level and low level
- Polishing of metal push panels on internal doors
- Washing of cleaning cloths, mops etc.
- Cleaning of staff and pupil desks including dry dusting of ICT equipment
- Such other duties as may be allocated from time to time.
- All defects/hazards must be immediately reported School.

**2. You will always maintain Health and Safety procedures.**

- Ensure security of the building i.e. check windows and doors are closed/locked.
- Report any faults to electrical cleaning equipment, do not use until fault is repaired.
- Using the internal Every system log and report any H&S issues around the building e.g. lights out, broken chairs etc
- Ensure correct policy and procedures are maintained including Health and Safety COSHH, Manual Handling etc.
- Only use authorised cleaning materials, ensure the correct dilution rate as directed and used only for the purpose indicated.
- Ensure all PPE issued is always worn, including tabards and rubber gloves.
- Display relevant H&S signage when cleaning e.g. wet floor signs

**3. You will be an effective part of the school team. You will:**

- Work as part of a multi-disciplinary team.
- Participate in training sessions as required both online and face to face (Every).
- Maintain school policy and procedures both online and in paper format.

**Notes:** During periods when the school is closed, routine cleaning is undertaken throughout the school. This may include stripping and sealing floors, high level dusting, wall washing, fridge cleaning etc. This will form part of the additional 15 days there may also be the opportunity for additional hours in school holidays and/or to cover staff absence/holidays

Please be aware that all holidays **MUST** be booked in the school holidays – we **DO NOT** permit holidays during term time.

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



applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety. The above list is not exhaustive, and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

### **Person Specification**

<b><i>Skills</i></b>	<b>Essential/Desirable</b>
Able to work as part of a team and respond to emergencies within the contract	Essential
Ability to complete cleaning tasks to desired standards	Essential
Basic knowledge of ICT skills including use of emails: please note we use outlook for emails and an online training platform called Every – full training will be provided	Essential
Good oral communication skills	Essential
Takes pride in their work	Essential
<b><i>Knowledge</i></b>	
Health and safety procedures	Desirable
Safe working practices	Desirable
Hygiene and cleanliness	Desirable
Operation of commercial cleaning equipment and use of utensils	Desirable
Operation of floor machinery	Desirable
Working to time constraints	Desirable
Safeguarding/Prevent	Desirable
<b><i>Experience</i></b>	
Previous experience in cleaning industry	Desirable
Previous experience of working in a school	Desirable



<b>Qualifications</b>	
None specified. Willingness to undertake additional training	Essential
First Aid	Desirable
Safeguarding	Desirable
Prevent	Desirable
<b>Other</b>	
A full enhanced DBS check	Essential
Right to work in the UK	Essential
Two references	Essential
<b>To note:</b>	
<p>Applicants will undergo child protection screening appropriate to the post, including checks with past employers.</p> <p>All Rose Learning Trust staff members are required to undertake an Enhanced Disclosure and Barring Service check (EDBS)</p> <p>The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check.</p> <p>Further information about the Disclosure Scheme can be found at <a href="http://www.gov.uk/disclosure-barringservice-check">www.gov.uk/disclosure-barringservice-check</a></p> <p>We are committed to the equality of opportunity in the services provided to customers and all aspects of employment. We warmly welcome applications from all sectors of the community. Our recruitment policies, procedures and practices enable all applicants to be considered on merit and ability to do the job. We will make reasonable adjustments, in line with the Equality Act, for disabled applicants if these are needed.</p>	

Signed: .....

Date: .....

PRINT NAME: .....

