

Olive Hill Primary Academy

A member of Stour Vale Academy Trust



Cleaner Candidate Pack

Happy, Confident, Responsible, Successful

**Advert
Cleaner
12.5hrs per week / 52.143 weeks per year
Grade 1 / NJC 3
Annual Salary £8,653**

We are a founding member of the Stour Vale Multi Academy Trust and we are proud to learn in partnership with our other schools (Holywell Primary, Huntingtree Primary, Lavendar Farm Nursery, Moat Farm Infants, Moat Farm Junior School, Newtown Primary, Northfield Road Primary, Oldbury Academy, Queen Victoria Primary, Redhill School, Ridgewood High School, Earls High School, The Wordsley School) and beyond.

Olive Hill is a two-form entry primary school, taking 60 children in each year group. We also have our own nursery provision and can accommodate two-year-olds through a private provider, Acorns. Our lovely school has expanded over-time and offers lots of facilities for our children to learn in a vibrant environment. We have extensive outside space, including a trim trail, a forest school area, two large fields and a range of hard surfaces.

Are you reliable, hardworking and take pride in maintaining a clean safe environment? Olive Hill Primary Academy are looking for a cleaner to join our team and help ensure our school provides a clean welcoming and safe setting for learners, staff and visitors. Key responsibilities include carrying out cleaning duties to a high standard, safely disposing of waste, maintaining cleaning equipment and ensuring compliance with health and safety procedures. You will be required work after school each day and during the holidays. During the summer holidays you will be required to work your accumulative hours to deep clean the school.

Stour Vale Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry out pre-appointment checks including DBS and will disqualify any applicant where we consider the outcomes to be unsatisfactory. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. We are committed to ensuring that no applicant will be disadvantaged or discriminated against of their protected characteristics under the Equality Act 2010.

Closing date: Friday 18th September 2026 noon

Shortlisting: Monday 21st September 2026

Interviews: TBC

About Olive Hill Primary Academy

Olive Hill Primary Academy is larger than the average primary academy, with 470 pupils currently on roll from Nursery to Year 6. On 1st September 2017, the school became part of the Stour Vale Academy Trust. It was a founder member, alongside The Earls High School and Redhill School.

Our core value is the belief that we are here for each and every child. We believe that fairness is giving every child what they need to be happy children, confident individuals, responsible citizens and successful learners. In delivering our core value, we demonstrate a commitment to excellence and continuous growth through developing leadership in every role, trust and transparency. At Olive Hill we deliver a broad and balanced curriculum that incorporates character development, academic achievement and oracy. We are rigorous, robust and relentless in our pursuit of excellence through having the highest expectations of the children and ourselves. We act with integrity and compassion at all times. It is the strength of our relationships that allow us to deliver a high-quality education to all.

Olive Hill has a stable staff team who share a strong commitment to learning from the best practice in order to provide the best possible education and care for each individual child. The drive for the continued improvement in the quality of teaching has led to significantly improved rates of pupil progress, culminating in much improved attainment by the end of Key Stage Two. In comparison with national expectations, previously our children have entered nursery with low attainment and attainment at the end of Key Stage Two is now above the national figure.

The school provides a popular breakfast club and a private provider, Acorns, works closely with us to provide after school care in the school hall and provision for two-year-olds and three-year-olds in our community room.

Part of the school building dates back to 1938. Since January 2012, a substantial part of the school's budget reserves and devolved capital have been spent on renovating this space. This has created a much-improved learning environment for children and staff. In 2015 the playground area was enlarged, and a new sport's pitch and forest school area were added.

Historically there has been a high level of mobility across the school, making it even more important that the school continues to have robust assessment procedures and tracking of progress in place, alongside a very consistent approach to fostering excellent conduct and learning behaviour. Good liaison has enabled us to make immediate provision for the specific needs of children who have joined us from other primary schools or recently entered the country.

16% of children at Olive Hill are identified as having a special educational need. The percentage of children known to be eligible for the pupil premium grant is above the national figure at 24%. The percentage of children whose first language is believed not to be English is 30%. The good provision made for these individual children is enhanced by a strong partnership with the Learning Support Service, Educational Psychology, Virtual School and other relevant outside agencies.

Our school is a great place to work and learn. We are part of supportive community of parents, carers and other relatives. The staff team are dedicated to their profession and go above and beyond to provide the children with a rich education. The senior leaders act with compassion, integrity and a drive for excellence. The children are incredible and deserve the very best from the adults around them.

Our most recent OFSTED, was in April 2026, recognised that:

"Behaviour in classrooms and around school is excellent"

"All pupils benefit from everything the school has to offer"

"Children enjoy coming to school because they are safe and feel welcome"

Job Description



Job Title	Cleaner
Grade	Grade 1
Responsible to:	Site Manager School Business Manager
Responsible for:	Not applicable
Working days / hours:	52.143 weeks per year / 12.5 hours per week

Core Purpose:

Cleaners are responsible for a wide range of cleaning duties and responsibilities, which include ensuring that areas of work allocated are cleaned to the required standard/specification, which would normally include the following:.

Legal and Statutory Requirements

The Cleaner's professional duties must be carried out in accordance with the following:

- The Stour Vale Academy Trust scheme of delegation
- The provisions of all applicable legislation
- Keeping Children Safe in Education (KCSIE)

Main Activities

- Thoroughly cleaning areas to the required specification, as directed, using correct techniques and cleaning equipment.
- Safe removal of litter and waste to allocated disposal points, taking particular care with liquids, broken glass or other substances, which may be unsafe to other staff or pupils.
- Locking and unlocking windows and doors as directed.
- Undertaking training in use of methods, materials and equipment, as instigated by the Site Manager/Headteacher.
- Working safely using correct warning signs, protective clothing and safety equipment, being mindful of hazards to other staff and pupils. Compliance with the Health & Safety practices of the School.
- Replenishing supplies of toiletries, plastic bags etc., as directed.
- Ensuring all containers of cleaning agents are correctly labelled before use and are used safely and in compliance with manufacturers written instructions and that all chemicals are securely stored away when not in

use.

- Emptying vacuum cleaners and buffer vacuum bags at the end of each session. Cleaning and checking all equipment used after use, checking cables for wear and tear and storing away in a suitable safe area. Notifying supervisor of any faults found.
- Ensure mops, cloths etc., are washed and left to dry as appropriate at the end of each session.
- Reporting immediately to the Site Manager or Headteacher any defective electrical sockets, lighting, vandalism etc., in your cleaning area.
- Ensuring the Site Manager or Headteacher are aware of low stock levels of materials and equipment for which you are responsible.
- Assist in keeping chemicals and cleaning materials and equipment storage areas in a clean and tidy condition.
- Covering on a rota basis for absent colleagues when required, which may involve some change in hours/times.
- You can be required to move to different cleaning areas within the school as directed by the Site Manager or Headteacher .

Other

- Be aware of, and comply with, policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and data protection, recording/ reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- Contribute to the overall vision and values of Stour Vale Academy Trust;
- Attend and participate in meetings, training and other learning activities and performance development as required;
- Any other duties commensurate with the duties/responsibilities/grade of the post

Duties may vary according to the organisational structure within the school. The structure may include additional posts that are focused on either delivering or supporting the delivery of one or more of the responsibilities outlined above.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/senior leader to carry out appropriate duties within the context of the job, skills and grade. It is the practice of Stour Vale Academy Trust to periodically review job descriptions to ensure that they relate to the job performed and to incorporate any changes. In these circumstances, Stour Vale Academy Trust will seek to reach agreement on reasonable changes but, where agreement is not reached, Stour Vale Academy Trust reserves the right to make changes to the job description, following consultation.

Stour Vale Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL

cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post.

Personnel Specification



Job Title	Cleaner
Grade	Grade 1
Responsible to:	Site Manager School Business Manager
Responsible for:	Not applicable
Working days / hours:	52.143 weeks per year / 12.5 hours per week

No	Categories	Essential	Desirable
QUALIFICATIONS			
1.	Willing to undergo appropriate training	◆	
EXPERIENCE			
2.	3-6 months previous experience of cleaning in a professional/work environment	◆	
3.	Use of buffing and vacuuming equipment.	◆	
ABILITIES, SKILLS & KNOWLEDGE			
4.	Ability to understand and comply with work instructions (written and verbal).	◆	
5.	Methodical approach to cleaning.	◆	
5.	Ability to follow manufacturers' instructions with regard to cleaning chemical usage	◆	
7.	Able to apply Health and Safety procedures	◆	
PERSONAL QUALITIES			
8.	Flexible	◆	
9.	Methodical	◆	
10.	Practical	◆	
11.	Capable of moderate physical activity, i.e. use of buffing and vacuuming equipment	◆	
12.	Capable and willing to work on own initiative	◆	

13.	Able to deal with all types of cleaning which may involve dealing with excrement and vomit on occasion (suitable protective clothing will be supplied)	◆	
14.	Commitment to safeguarding and promoting the welfare of children and young people	◆	
15.	Genuine respect for others and desire for equality of opportunity and diversity	◆	
16.	Ability to work as part of a team understanding Trust roles and responsibilities and your own position within these	◆	



For expressions of interest please contact:

Debbie Williams
School Business Manager
Olive Hill Primary Academy
Telephone 01384 958439

Closing date for applications:

Friday 18th September 2026 noon

Please visit our websites

<http://www.svat.org.uk/>

<http://www.olive.dudley.sch.uk/>

To apply for this vacancy please follow the link to My New Term:

<http://www.mynewterm.com/>