

ST WULSTAN'S & ST EDMUND'S CATHOLIC ACADEMY

Cleaner Application Pack



Closing date:
Friday 28th August 2026 – midday

Shortlisting date:
w/c Monday 31st August 2026

Interview Date:
TBC w/c Monday 7th September
2026



Diocese of Lancaster
Education Service
Euntes in mundum



Blessed Edward Bamber
Catholic Multi Academy Trust

Welcome to St. Wulstan's & St. Edmund's

Thank you for considering St Wulstan's & St Edmund's Catholic Academy.

The Governors, staff and children at St Wulstan's & St Edmund's Catholic Academy are looking to appoint two committed, highly motivated and enthusiastic cleaners to join our team.

There are two permanent positions available, one for 10 hours per week all year round and one for 7.5 hours per week on a term time only basis.

The successful candidates will be led by our Site Supervisor and will be allocated an area within school of which they will be responsible for keeping clean and safe for children, visitors and staff.

The successful candidate will be trained in key areas in regards to health and safety requirements and legislation with regard to statutory compliance, cleaning and maintenance.

At present we have 199 children on roll aged between 3 and 11 within our School and Nursery.

Our collective goal is to endow a lifelong love of learning in all our students following the life and teaching of Jesus Christ. We strive to develop the intellectual, emotional, physical and spiritual aspects of the child with the values of the Gospel underpinning all aspects of school life.

St Wulstan's & St Edmund's Catholic Academy is committed to safeguarding and promoting the welfare of children. The posts are subject to satisfactory references and enhanced disclosure from DBS.

You do not need to be Catholic to apply for this role, we welcome applicants from every background.

More details of our school can be found at <https://www.st-wulstans.lancs.sch.uk/>. Potential candidates are welcome to visit the school by appointment before applying. Please contact the school office to make an appointment.



**“AS GOD’S CHILDREN, WE TOUCH
THE LIVES OF OTHERS THROUGH
OUR THOUGHTS, WORDS AND
ACTIONS.”**

CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Cleaner at St. Wulstan's and St Edmund's Catholic Academy. St. Wulstan's and St Edmund's is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

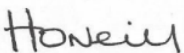
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you.

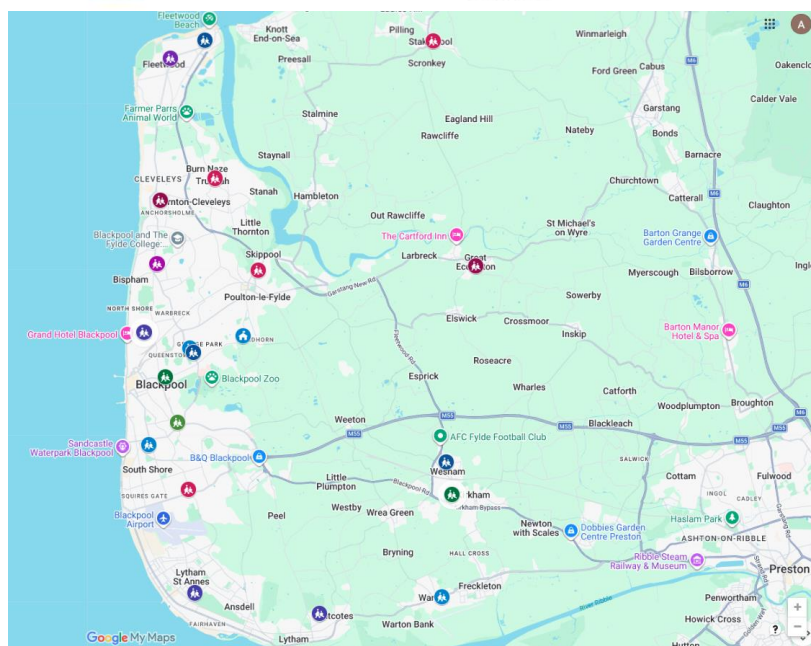
Yours sincerely,



Helen O'Neill
Chief Executive Officer

Trust Schools

	Christ the King Catholic Academy		Holy Family Catholic Primary School, Blackpool
	Holy Family Catholic Primary School, Warton		Our Lady of the Assumption Catholic Primary School
	Our Lady Star of the Sea Catholic Primary School		Sacred Heart Catholic Primary School
	St Bernadette's Catholic Primary School		St Cuthbert's Catholic Academy
	St John's Catholic Primary School, Poulton		St John Vianney Catholic Primary School
	St Joseph's Catholic Primary School		St Kentigern's Catholic Primary School
	St Mary's Catholic Academy, Blackpool		St Mary's Catholic Primary School, Fleetwood
	St Mary's Catholic Primary School, Great Eccleston		St Peter's Catholic Primary School
	St Teresa's Catholic Primary School		St William's Catholic Primary School
	St Wulstan's & St Edmund's Catholic Primary School		The Willows Catholic Primary School



What we offer - Benefits

Living Wage Employer



As an employer, we pay the real Living Wage so you can always be sure that you'll earn no less than the current rate.

Pension Scheme



Teaching staff: You will be enrolled into the Teachers' Pension Scheme.
Non-teaching staff: You will be enrolled into the Local Government Pension Scheme.

Health and Wellbeing



We offer access to free and confidential wellbeing services including GP service, counselling, mindfulness support and physiotherapy.

Death in Service



Should the worst happen, your nominated beneficiary will receive a payment of 3 x your annual salary if you are part of the pension scheme (TPS or LGPS).

Flu Jab



Our Trust offers all employees a flu vaccination. Employees can arrange their own vaccination and reclaim the cost up to the value of £15.00.

Travel to Work Scheme



We offer discounted travel via Blackpool Transport for the use of buses and trams.

How to apply

Prior to applying

If you are unclear about any aspect of the application process or you would like any additional information about the school or the role, please contact the school office:

Telephone - 01253 874785

or

Email - enquiries@st-wulstans.lancs.sch.uk

Application process

Please follow the link below to our careers page and complete your online application:

<https://mynewterm.com/school/St-Wulstan's-and-St-Edmund's-Catholic-Academy/149263>

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Post Details

Grade: Foundation Living Wage

Salary: £13.45 per hour in line with the current rate

Required: As soon as possible

Role 1:

Hours: 10 per week (2 hours per day 3:30pm - 5:30pm)

Contract: Permanent, All year round

Role 2:

Hours: 7.5 per week (1.5 hours per day 3:30pm - 5:00pm)

Contract: Permanent, Term time only

Job Description

Cleaner

Job Purpose: The main objectives to be achieved by the Postholder

Under the direction and instruction of the Site Supervisor, to undertake the cleaning of designated areas within the school premises to ensure that they are kept in a clean and hygienic condition, to the agreed quality standards.

Main Activities: What the postholder will actually do. What prescribed duties the postholder will have.

Cleaning

- Cleaning including closure cleaning;
- Sweeping, vacuum cleaning and mopping of floors;
- Emptying litter bins;
- Polishing and dusting of surfaces and fixtures and fittings;
- Cleaning of changing rooms, toilets and shower facilities, including replenishment of paper towels, toilet rolls and other disposables;
- Using appropriate powered equipment e.g. floor buffer;
- To notify line management or other Senior member of staff, of any damage to buildings and equipment or anything you see that may be dangerous to pupils or staff;
- To inform Site Supervisor of matters requiring attention e.g. light bulb replacement, blocked toilets etc;
- To inform Site Supervisor when there is low stock of cleaning materials and other disposables etc;
- To undertake training in the correct use of cleaning equipment as appropriate;
- Additional cleaning for one-off occasions i.e. Open Evenings, Visits etc.

General

- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures;
- To participate in the School's appraisal scheme where appropriate;
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

Note: In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

Person Specification

Cleaner		
<u>Requirements</u>	<u>Essential</u>	<u>Desirable</u>
Qualifications	• Good basic Numeracy and Literacy skills	• Evidence of relevant qualifications
Training	• Commitment to undertaking relevant training and development	• Evidence of relevant training
Experience		• Experience of working as a cleaner • Experience of using powered equipment (e.g. floor buffer)
Knowledge and skills & abilities	• Ability to work as part of a team and individually • Ability to work in an organised and methodical way • Good interpersonal and communication skills • Good time management and multitasking skills • Awareness of Health & Safety issues	• Awareness of Health & Safety issues • Awareness of COSHH
Personal characteristics	• Act with honesty and integrity • Reliable • Enthusiastic and motivated • Flexible attitude to work	
Other (including special requirements)	• Commitment to safeguarding and protecting the welfare of children and young people • Commitment to equality and diversity • Commitment to health and safety • Willingness to work occasionally outside of contracted hours (e.g. parent evenings, lettings etc) • Satisfactory attendance record/commitment to regular attendance at work	

Safeguarding Information

Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal opportunities

BEBCMAT recognises the value of, and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.

