



Orchard
Primary Academy

APPLICATION PACK

Cleaner
10 hours per week over 5 days
Permanent
Required as soon as possible

Respect – Responsibility - Aspiration



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- Submit your application by Wednesday 23rd September 2026 at 9am
- If you have any queries regarding the application process, please contact Kylie Caudwell on 01924 469578
- Interviews: Week beginning Monday 28th September 2026



WELCOME

Dear Potential Colleague,

Firstly, thank you for your interest in working at Orchard Primary Academy, a proud member of the highly regarded Trust, South Pennine Academies. If you are impressed by our values, mission and reasons to join our amazing academy, then we would love to hear from you.

Orchard was last inspected in June 2022 where we achieved a good judgement in all areas following a 5-year improvement journey. Inspectors stated that Orchard is a happy place for children to learn and that relationships are rooted in mutual respect. They also recognised that staff shared the same ambitious vision as senior leaders and that they felt supported and proud to be a part of the academy.

Staff at Orchard are very clear on their 'why'. They know exactly what motivates them to walk through the doors each day: improving the life chances of some of the most vulnerable children. School life is not always straight forward at Orchard due to the complexities of the community that we serve. However, the team are 'in-it-together' and work tirelessly to support one another other and constantly improve for the children. No two days are the same at Orchard which makes it an exciting and rewarding place to work.

We are looking for people to join our team who absolutely buy-in to our view that all children can achieve: no matter their starting point or barrier. We are looking for the very best at what they do, people who take responsibility, are open to feedback and continuous learning, but most of all, people who have the very highest expectations of what our children can do and achieve.

If this is a position that appeals to you and you have the passion to make a positive impact on the life chances of our children and want to be a part of the Orchard team, then we would very much like to hear from you.

If you wish to discuss any of the opportunities we have on offer, please contact us at office@orchardprimaryacademy.org or call 01924 469578. We also strongly encourage you to visit us in person so you can get a feel for what we do at Orchard and also visit our website to find out more about us (<https://www.orchardprimaryacademy.org>)

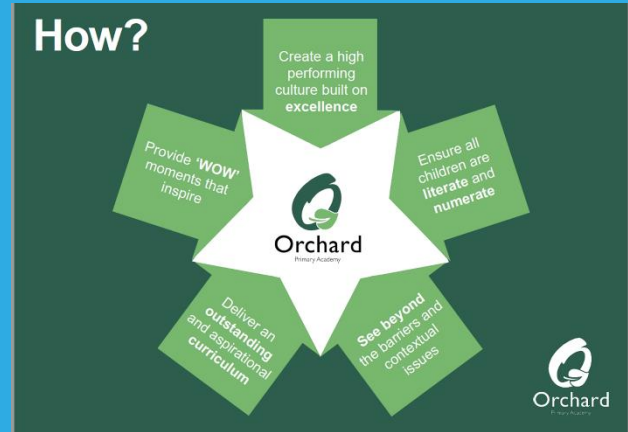
Yours sincerely;

Mr Matt Carbutt
Principal

ABOUT ORCHARD PRIMARY ACADEMY

OUR VISION AND VALUES

‘Empower all to be the best that they can be.’



Our core **values** Respect, Responsibility and Aspiration underpin everything we do as an academy and the decisions that we make. We believe that we can make a difference and break cycles no matter a child's background or educational barrier. We aim to provide an outstanding educational experience for ALL children and ensure that they are academically and socially ready for the next stage of their education.

WHY JOIN US

1. We pride ourselves on having highly supportive and visible senior leaders
2. A highly motivated and passionate team
3. A culture of continuous learning and psychological safety
4. Expert and purposeful CPD
5. Forward thinking in all that we do
6. Excellent networking opportunities across the MAT
7. A drive to secure work-life balance and staff wellbeing
8. Caring, respectful and honest children



Video Link



HOW TO APPLY

Thank you for taking time to read about the academy and Trust. If you wish to apply you should:

- Complete the application form fully, via My New Term www.mynewterm.com ensuring all details are accurate and all declarations are signed.
- Please ensure you enclose at least two professional referees with one being your current employer and any other employers in the last two years (with professional email addresses if possible).
- Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of our Trust.
- Please ensure that you also include information on how you will develop the role and how your previous experience has equipped you for this.

The academy is committed to safeguarding and promoting the welfare of all students, and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring Service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process; please ensure your referees are prepared and aware of your application.



JOB DESCRIPTION

Cleaner

Reporting to: The Site Manager

Salary: £6922.70

Term: Part time

Location: School Based

This job description may be amended at any time following discussion between the Principal and member of staff and will be reviewed annually.

JOB PURPOSE

Working as either part of a team or under own initiative to contribute to a clean, hygienic and safe environment for pupils, staff and visitors to the academy.

KEY TASKS

1. Clean surfaces, glass, fixtures and fittings, floors, walls, partitions and internal woodwork as instructed, using appropriate materials and equipment.
2. Clean toilets, changing rooms, showers and other sanitary areas.
3. Empty waste bins and dispose of rubbish as directed, working within the academy recycling policy as appropriate.
4. Use a range of associated equipment, undertaking basic maintenance where appropriate and reporting faults in line with procedures.
5. Refill and replace consumables, making sure supplies used are stored safely and reporting when stocks are low to the appropriate person.
6. Complete basic record keeping as directed.
7. Follow health and safety policies and procedures to ensure risks and hazards are minimised for yourself, colleagues, pupils and visitors.
8. Assist to maintain the security of the premises by checking entrance/exits are appropriately locked and reporting potential security breaches.
9. Switch off all unnecessary lights and appliances at the end of cleaning an area, following any special instructions to leave particular equipment on, for example, a science investigation.
10. Follow the appropriate procedure when incidents are seen or reported about pupil welfare, safeguarding or health and safety issues.

STANDARD DUTIES

1. To understand the importance of equality and diversity in the workplace and service delivery and promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the academy and South Pennine Academies.
3. To implement and uphold the policies, procedures and codes of practice of the academy.
4. To take a proactive approach to health and safety, working with others to minimise and alleviate potential hazards and risks and actively contribute to the security of the academy, for example, challenging a stranger on the premises.
5. To attend and participate in relevant meetings and training as appropriate.
6. To undertake any other additional duties commensurate with the grade of the post.

This post will be subject to an enhanced disclosure from the Disclosure Barring Service. This check ensures you do not have a criminal record which could impact on your working in a school environment.

PERSON SPECIFICATION

	CRITERIA	HOW ASSESSED
Education and Qualification	Competent in reading and writing.	• Application form • Interview
Experience	Experience of a range of cleaning activities, such as using cleaning products, vacuuming, mopping, polishing and stain removals.	• Application form • Interview
Skills and Abilities	The ability to: Use a range of associated materials, tools, equipment and cleaning products Follow instructions and procedures. Complete work to set deadlines. Work in accordance with the school's health and safety policies. Be flexible and to work on own initiatives within the academy guidelines. Carry out a range of tasks which can be physically demanding, for example, lifting, carrying, stretching, crouching etc.	• Application form • Interview
Knowledge	Knowledge of a range of different methods for cleaning. Understand the reasons why a school environment needs to be safe and secure. Understand why safeguarding and confidentiality are a very important part of this role. Understand the importance of wearing appropriate personal protective clothing (PPE) if applicable.	• Application form • Interview

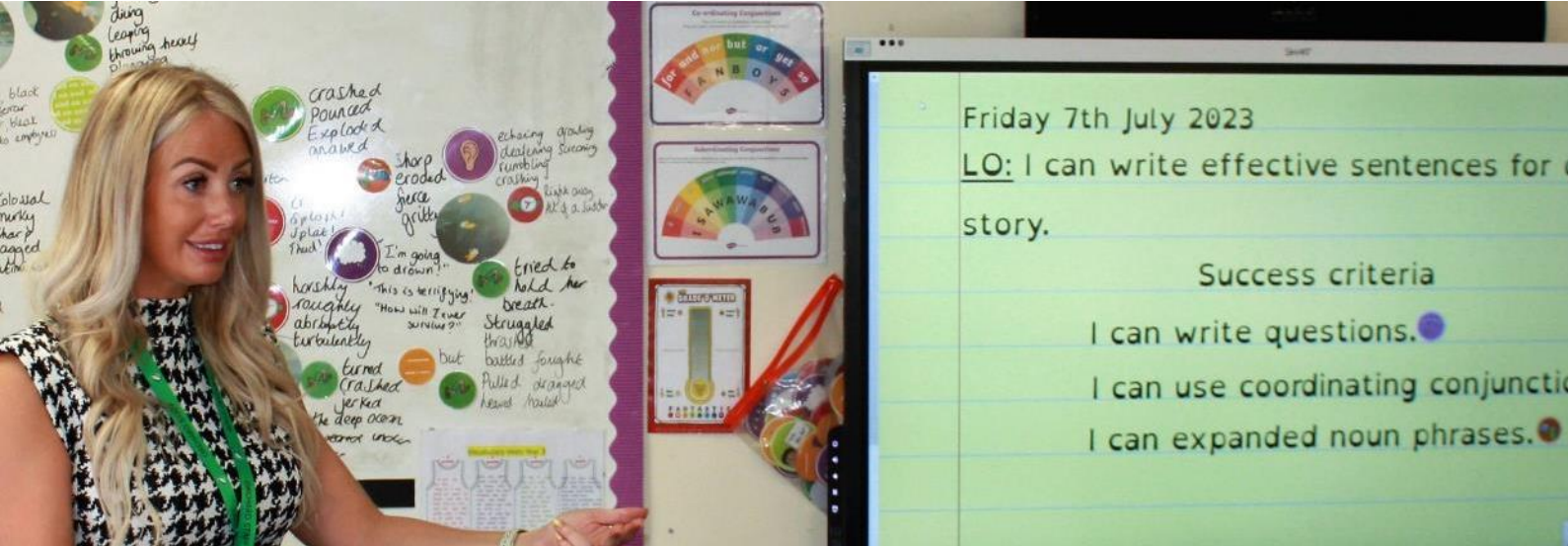
Please ensure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form. The letters E and D in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the E's on day one to be able to do the job, you need to have all the D's to do the job,

but they could be learnt during the induction. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

Please note this role is subject to an Enhanced DBS Certificate





SAFEGUARDING NOTICE

Important Safeguarding notice/ Statement of Intent

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts 'responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable

South Pennine Academies is committed to ensuring a culture of safer recruitment and as part of that implement recruitment procedures that deter, reject or identify people who might abuse children. All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The purpose of safer recruitment is ultimately to:

- **Deter:** From the beginning of the recruitment process, it is important to send the right message – that the organisation has a rigorous recruitment process and does not tolerate any form of abuse. Wording in adverts and recruitment information must aim to deter potential abusers.
- **Identify and Reject:** It will not always be possible to deter potential abusers. Therefore, careful planning for the interview and selection stage, in terms of asking the right questions, setting appropriate tasks and obtaining the right information can assist in finding out who is suitable for the role and who is not.
- **Induct:** Induction is an essential part of our recruitment process, we ensure that comprehensive induction processes are in place, together with appropriate policies and procedures, raising awareness through staff training and generally developing and maintaining a safe culture within the organisation will all help to prevent abuse or identify potential abusers. Academy is committed to safeguarding and promoting the welfare of all students and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process, please ensure your referees are prepared and aware of your application.

The intention of this policy is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The policy and the practical implementation of recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

As part of our shortlisting process, in accordance with KCSIE Guidance, an online search will be completed on all shortlisted candidates.

Equality

The Board of Trustees and school are committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourable on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief. Any behaviour, comments or attitudes that undermine or threaten an individual's self-esteem on these grounds will not be tolerated.

We aim to provide equal access to high quality educational opportunities and to ensure that everyone feels that they are a valued member of the school community. We seek to provide a safe and happy environment where all can flourish and where cultural diversity is celebrated.

Disabled applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements of the Personnel Specification. As an equal rights employer our school is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.

Privacy notice

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) (EU 2016/679) and the provisions of the Data Protection Act 2018 (DPA 2018). This policy applies to all personal data, regardless of whether it is in paper or electronic format. For further information please see the full privacy policy on our school website.



Princess Road, Chickenley, Dewsbury
West Yorkshire, WF12 8QT

Telephone: 01924 469578, Email: office@orchardprimaryacademy.org
Website: www.orchardprimaryacademy.org



**South
Pennine
Academies**

An excellent education for everyone

PARTNERS OF THE SPA TRUST

South Pennine Academies is a charitable multi academy trust established in 2012. We currently work with eleven primary and secondary converter and sponsored academies located in Calderdale, Kirklees and Oldham. The Trust also operates Huddersfield Horizon SCITT, rated a good ITT provider by Ofsted.

The team at South Pennine Academies are committed to delivering school improvement through the development of effective partnerships with our academies, the communities we serve and external organisations. Our academies are an integral part of their local communities. We value the diversity and distinctive opportunities that working within our local communities brings. Development of local solutions to meet local needs is a key aspect of our work.

BENEFITS OF JOINING THE TRUST:

- **Professional Development** - The Trust is committed to developing all staff within their roles and creating continued fantastic opportunities for further career progression.
- **Pension** – Every employee of South Pennine Academies has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.
- **Wellbeing Benefits** – Through our wellbeing provider, Smart Clinic, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.
- **Free Will writing service** – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.
- **Cycle to Work Scheme** – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.
- **Annual Flu Vaccinations** – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies
- **Flexible Days** – Our Trust is trialing a Scheme which allows all staff up to 2 days paid time off during term time for life events

