



**Immanuel College**  
Church of England Academy

**bdat**  
Bradford Diocesan  
Academies Trust



## Applicant Information Pack

### Afternoon Cleaner

**Closing Date: Monday 16 February 2026, 9.00am**

**Interview Date: TBC**

**Start Date: As soon as possible**

## Welcome from the Headteacher

Dear applicant,

Thank you for your initial interest in the position of Cleaner at Immanuel College. I hope that the information found within this pack and on our website will encourage you to submit an application.

Immanuel College is an 11–18 Church of England Academy, proud to be part of the Bradford Diocesan Academies Trust (BDAT). Situated in Idle, in the north of Bradford, we have been serving our local communities for over twenty years.

Our Christian ethos, rooted in *perseverance, character, and hope*, shapes everything we do. “Immanuel” means *God with us*, and our motto *All God’s Children* reflects our belief that every student deserves to flourish. Our most recent SIAMS inspection recognised us as an *outstanding church school*, highlighting the “positive relationships at all levels” that enable both students and staff to thrive.

In May 2024, Ofsted judged us to be a *Good* school. We are proud of our strong record of GCSE and A level success, with excellent progress made by students of all abilities and backgrounds. Most of our students choose to continue their journey with us into our inclusive and supportive Sixth Form.

To further enhance our provision, we were delighted to open a state-of-the-art post-16 building in September 2025. This new facility provides modern, purpose-built spaces for learning, collaboration, and personal development, and reflects our commitment to offering an outstanding Sixth Form experience for our students.

Our staff are at the heart of our success. Teachers and support staff at Immanuel College have high aspirations for every student and are deeply committed to helping them reach their potential. In return, we place great value on staff wellbeing, actively reducing unnecessary workload wherever possible. We offer a robust performance management system, alongside a comprehensive and bespoke programme of CPD, to ensure colleagues feel supported in their professional growth.

If your passion for teaching matches our commitment to developing young people, and if you feel your values align with ours, then I warmly encourage you to apply.

With best wishes,



Mr S. Mulligan  
Headteacher



## Advert

<b>Job title:</b>	Afternoon Cleaner
<b>Contract type:</b>	Permanent
<b>Contract type:</b>	16 hours per week, all year round
	Hours Monday to Thursday 3.15pm to 6.30pm, Friday 3.15pm to 6.15pm
<b>Salary:</b>	NJC point 2 FTE £24,413 – Actual £10,556
<b>Start date:</b>	As soon as possible

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If you believe that you are the right person to fill the role and that your values are aligned with ours, then we look forward to receiving your application.

<b>Closing Date:</b>	Monday 16 February 2026, 9.00am
<b>Interview Date:</b>	TBC

## Job Description

<b>Job Title:</b>	Afternoon Cleaner
<b>Team/Faculty:</b>	Premises
<b>Job Purpose:</b>	To ensure that allocated areas are maintained in a clean and organised state to provide a clean environment for the school.
<b>Salary:</b>	NJC point 2 FTE £24,413 – Actual £10,556
<b>Accountable to:</b>	Premises Manager/School Business Manager

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### Supervisory/Managerial Responsibilities

No direct supervision over other members of staff.

### Supervision and Guidance

Responsible to the Premises Manager, referring complex problems for guidance.

### Range of Decision Making:

Expected to exercise some personal judgement and discretion within established school policies and practices. To interpret guidelines and to ensure accuracy and consistency of information.

### Responsibility for assets, materials etc.

Will have access to school cleaning equipment and resources which should be used in line with guidance from the Premises Manager.

### Range of Duties

- Clean all general and specified areas to the required standard that incorporates all quality standards laid down by the School
- To ensure that all equipment and materials required to perform all cleaning tasks are maintained in an hygienic and safe condition. All Health and Safety requirements should be met along with any regarding quality standards.
- Ensure that cleaning cupboards are maintained in a clean and tidy way. All cupboards should be maintained to meet the standard required.
- To follow and adhere to procedures for the replacement of broken/damaged equipment.
- To co-operate with customers/colleagues in carrying out tasks.
- To ensure that daily timesheets are completed.
- The completion of all 'ad hoc' requests issued by the Premises Manager/supervisor
- To report any cleaning difficulties to the supervisor
- To adhere to all the Schools' policies and procedures.
- Carry out any duties as directed by the Premises Manager
- To take reasonable care for the Health and Safety of you and other persons who may be affected by the post holders actions or omissions at work.
- Maintain confidentiality in relation to information which may be encountered in the normal routine of duties which relates to staff, students, parents, data etc
- Participate in all appropriate training commensurate with your employment
- To support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community
- To contribute to the overall ethos/work/aims of the school and appreciate and support the role of other professionals.

## Person Specification

**Job Title:** Cleaner  
**Team/Faculty:** Premises  
**Job Purpose:** To ensure that allocated areas are maintained in a clean and organised state to provide a clean environment for the school.  
**Salary:** NJC point 2 FTE £24,413 – Actual £10,556  
**Accountable to:** Premises Manager/School Business Manager

Category	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> <li>Good level of general education</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>Previous cleaning experience in a professional capacity</li> </ul>	<ul style="list-style-type: none"> <li>Experience of cleaning in a school</li> <li>Experience carpet cleaning etc.</li> </ul>
Special Knowledge	<ul style="list-style-type: none"> <li>Correct use of materials and equipment and care in carrying out duties.</li> <li>Abilities to understand oral instructions.</li> <li>Responsible for day to day decisions relating to the effectiveness of the cleaning provision</li> </ul>	<ul style="list-style-type: none"> <li>Aware of requirements under Health &amp; Safety regulations.</li> <li>Knowledge of basic stock control.</li> </ul>
Disposition/attitude	<ul style="list-style-type: none"> <li>Willingness to support the Christian Ethos of the college</li> <li>Reliable, dependable and calm in difficult circumstances</li> <li>Able to relate to children and Staff</li> <li>Able to work on own initiative with a commitment to maintaining school in safe, clean, tidy and hygienic condition</li> <li>Conscientious and determined approach to work</li> <li>Flexible approach, dependable and loyal – ability to work within a small team and with a wide range of people.</li> <li>Willing to undertake any relevant training and attend courses</li> </ul>	
Personal circumstances	<ul style="list-style-type: none"> <li>Able to perform normal duties</li> <li>Able to keep to working hours of the post. Will not require leave of absence during term time (save for sickness or compassionate leave).</li> <li>Legally entitled to work in the UK (Asylum and Immigration Act 1996)</li> </ul>	
Physical and sensory	<ul style="list-style-type: none"> <li>Job requires normal physical effort with occasional physical effort sometimes in awkward positions. Working in reasonable conditions, normally inside and at room temperature.</li> <li>As an equal rights employer we are committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment for any employee who develops a disabling condition.</li> </ul>	
Equal Opportunities	<ul style="list-style-type: none"> <li>Candidates should indicate an acceptance of and a commitment to, the principal of the College's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community.</li> </ul>	

## How to Apply

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without unbiased. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure form the Disclosure and Barring Service.

## Applications

Completed applications must be submitted and returned to Katie Green at Immanuel College via the MyNewTerm website at <https://mynewterm.com/jobs/142590/EDV-2026-IC-04891>.

All applications will be acknowledged within 24 hours. Should you fail to receive a confirmation, please call 01274 425900

## Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel, at least one of which has completed safer recruitment training. We carefully check all applications for anomalies and we may ask for more information about any gaps at interview.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 5 working days of the shortlisting date, you have not been successful at this stage.

## References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or most recent employer.

## Interview Process

The interviews will be held at Immanuel College. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the first day.

## Final Selection

Following the interview process, we will use the person specification as a guide to select the most suitable candidate for our school. In most cases a decision will be made the same day as the interview although occasionally the decision may take longer. We will then telephone each candidate to inform them of the outcome; we will give brief feedback during this telephone conversation.

## **Offer of Employment**

We will normally make a verbal offer of employment by telephone on the day of the interview, and this will be confirmed in writing. Any offer is made subject to:

- Satisfactory references
- A completed DBS check
- Provision of proof of identity and qualifications

## **Probationary Period**

The first school term of your employment will be a probationary period

## **Timeline**

**Closing Date:** Monday 16 February 2026, 9.00am  
**Interview Date:** TBC

## **Questions**

If you have any queries on any aspect of the application process please contact Katie Green on 01274 425900 or e-mail [katie.green@immanuel.bdat-academies.org](mailto:katie.green@immanuel.bdat-academies.org)

## About BDAT

### General Information and Background



Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 21 schools in Bradford. We are a Trust which prides ourselves in delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other and share great practice. As importantly we know from working our way through the COVID pandemic, that a problem shared really can be a problem halved, and by working together we can save ourselves time, money and lots of duplication of work.

We are a Trust which is value-led, and we know it is important that we consistently live these values. The Trust's mission is "At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school."

Our core Trust values are inclusion, compassion, aspiration, resilience, excellence (I.C.A.R.E.). We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values believing these are as appropriate and important to staff and students of all faiths (and to those without faith) as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family, and we all have the same motivation – to see our children succeed. For more information about us follow us on twitter @WeAreBDAT or visit [www.bdat-academies.org](http://www.bdat-academies.org)

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## BDAT's Mission, Vision and Values

Our mission:

"At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school."

Our vision is:

"We will provide schools that develop student competence, confidence and character, driven by local community context and inclusive Christian values, ensuring every student achieves their

## Immanuel College: Applicant Information Pack

academic potential and leaves our Trust prepared for the next stage of their life journey. We want BDAT schools to be schools of choice for the diverse and special communities we serve. We will recruit develop and retain highly skilled staff dedicated to making sure our children and young people have every chance to succeed.

**Our values are:**



## Contact Details

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