

# Casual Cleaner



WARLEY  
ROAD  
Academy

## RECRUITMENT PACK

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**Impact**  
Education  
Multi Academy Trust



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## Our Academy



It is with great pleasure that I welcome you, on behalf of the children, staff and governors, to Warley Road Academy; a school educating children from 2 to 11 years old.

We provide a welcoming, caring, supportive and secure environment in which all children are valued. Our child-centred approach builds relationships, confidence and teamwork alongside a commitment to developing every child into resilient and reflective individuals who are proud of their academic achievements and personal successes.

As part of Impact Education Multi Academy Trust, we are passionate about making a difference to all children, whatever their starting points, allowing them to flourish academically and personally. Working in collaboration across the Trust, we have a dedicated and knowledgeable staff and leadership team who have high aspirations and want the best for every child in their care.

We will always have time to talk about children's education and development and warmly welcome parents, carers and the wider community to work alongside us in fostering the readers, writers and problem solvers of the future.

Best wishes,  
Mrs Sarah Tindal  
Head Teacher



## Job Description

<b>Post:</b>	Casual Cleaner
<b>Overview:</b>	The post holder will be required to achieve a quality cleaning service by using established standards, procedures and safe working methods that result in a clean, hygienic, safe and pleasant Academy.
<b>Salary:</b>	£12.85 per hour
<b>Hours:</b>	Casual
<b>Contract:</b>	Casual
<b>Responsible to:</b>	Cleaning Supervisor
<b>Closing Date:</b>	Monday 8 June 2026 at 9am
<b>Interview Date:</b>	TBC

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### Purpose

To achieve a quality cleaning service by using established standards, procedures and safe working methods that result in a clean, hygienic, safe and pleasant Academy

### Duties and Responsibilities

1. The post holder must be able to perform their cleaning duties and procedures to pre-determined standards. This will include daily, weekly and periodic tasks.
2. The post holder will be responsible for the thorough cleaning of sanitaryware which includes wash hand basins, toilets and showers using the correct procedures to maintain high hygiene standards.
3. The post holder will be required to use electrical floor maintenance equipment for the maintenance of soft and hard flooring this will include wet and dry vacuum cleaners and floor polishing machines.
4. The post holder will be required to dry mop and damp mop hard floor surfaces.
5. The post holder will be required to clean all surfaces which will include damp wipe furniture, fittings, fixtures, ledges, skirting boards and radiators; the polishing of wooden furniture, cleaning and polishing of brass fittings; the vacuum and steam cleaning of upholstered furniture.
6. The post holder will be required to collect refuse from waste bins into refuse sacks and safely remove to the designated waste collection area.

7. The post holder will be required to clean internal glass which includes: glass panels in doors, partitions and in some buildings the internal facia of the external windows; periodic cleaning of painted walls and ceramic tiles; and the daily removal of marks and stains on wall surfaces, doors and door plates.
8. The manual handling of furniture to facilitate cleaning procedures, and the movement and transportation of cleaning equipment and floor machines to work areas.
9. The post holder will be required to carry out high level cleaning of ledges, pipes, walls, fixtures and fittings using the appropriate cleaning equipment.
10. The post holder will be responsible for their own equipment and materials. This will include safety checking, cleaning and correct storage of equipment and materials after use. The post holder must report damage / repairs required to cleaning equipment and the fabric of the building immediately to the Cleaning Supervisor/Caretaker.
11. The post holder will also be responsible for the security of their equipment, materials and cleaning storerooms. The responsibility for cleaning storeroom keys, internal and external access keys/fobs and door alarms to small premises

## **KNOWLEDGE**

Numeracy and literacy skills are required to complete timesheets, equipment and material order forms and other procedural documents. Understand instructions both verbal and written, health and safety requirements for buildings and cleaning procedures. The confidentiality of both personal and building related information, use of internal and external building security systems and alarm numbers.

To be able to effectively communicate with colleagues, management team, internal and external clients.

## **SKILLS**

To be able to complete all their cleaning tasks within time constraints for their allocated area of work and to the required standard of performance.

Interpersonal skills are required to be able to interrelate with colleagues, clients and the ability to work within a team to achieve the expectations of the clients and management team.

To be self motivated to achieve the specific tasks required to the predetermined standard of performance within their work area and to be responsive to problems and in respect of complaints from clients rectify any unsatisfactory tasks by the next cleaning period.

### **INITIATIVE**

Able to respond to situations as they arise which affect their day to day cleaning and periodic tasks particularly in lone worker buildings and as part of a team on the larger sites, This will include for example the failure of cleaning equipment and systems, changes to security arrangements and staff shortages.

### **DEMANDS**

The physical ability to use all types of mechanical and electrically operated floor machines, to be able to reach difficult areas/small places, bend, lift and carry materials and transport equipment throughout the site/s. This also includes the continuous use of floor machines when carrying out floor treatments during work period and the movement of furniture to facilitate cleaning activities.

### **PEOPLE RESPONSIBILITIES**

Responsible that all their cleaning tasks and procedures carried out provide a clean, hygienic and pleasant environment and do not put clients and users of the site at risk and subsequent accident or infection. The cleaning procedures carried do not damage or make unfit for use any fixtures, fittings, floor and wall surfaces.

### **RESOURCES**

Responsible for the proper use of their own equipment and materials which must be kept clean, properly stored and secured when not in use. Responsible for a clean and tidy store cupboard/room and reporting any fault to equipments and the fabric of the building.

Responsible for wearing and looking after their identity card, uniform, protective clothing, safety equipment such as personal alarm, torch and health and safety file on lone sites.

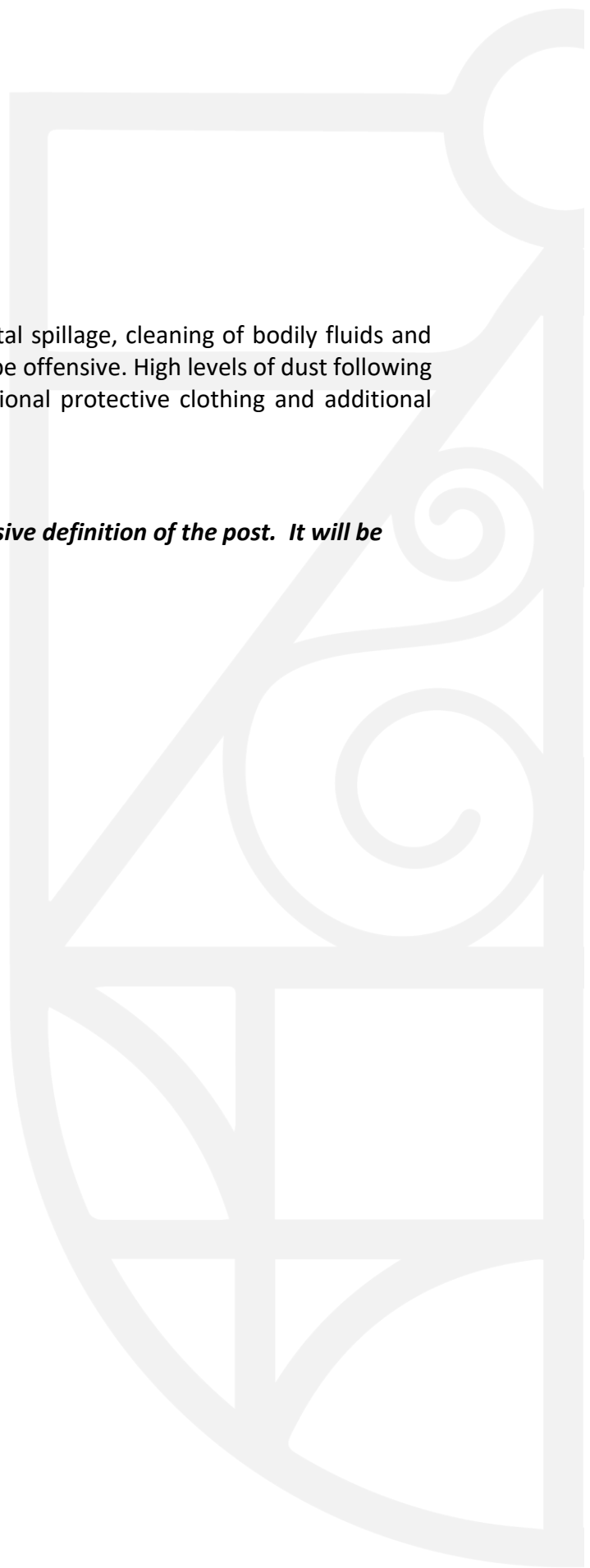
The responsibility to prevent unnecessary damage by their actions to materials, equipment and the fabric of the building within their work area.

The responsibility to ensure that the building security arrangements such as keys, security fobs are not compromised and keys/fobs are not given to unauthorised persons. That they do not allow any unauthorised person access to their work area/ building without a council identity card.

## CONDITIONS

There will be a requirement to respond to accidental spillage, cleaning of bodily fluids and damage as a consequence of vandalism which may be offensive. High levels of dust following building works which will require the use of additional protective clothing and additional cleaning following flooding or fire damage.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***



**Person Specification**  
**Post: Cleaner**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Literate and numerate.</li> <li>• Good communication skills.</li> <li>• Knowledge of basic Health &amp; Safety in the workplace.</li> <li>• Adaptability.</li> <li>• Ability to prioritise.</li> <li>• Able to work as a team member or alone.</li> <li>• Able to use discretion.</li> <li>• Able to use their Initiative.</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 1 &amp; 2 Cleaning Interiors.</li> <li>• Health &amp; Safety Manual Handling training.</li> <li>• Knowledge of COSHH regulations.</li> <li>• Working with large cleaning machinery, e.g., buffer.</li> <li>• Knowledge of how to conduct a deep clean of specific areas.</li> </ul>	<p>Application Form</p> <p>Reference</p> <p>Interview</p>
<b>Personal development and additional learning</b>	<ul style="list-style-type: none"> <li>• Willing and able to undertake training to fulfil the requirements of the post.</li> <li>• Positive attitude to personal development.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to develop new skills.</li> </ul>	<p>Application Form</p> <p>Reference</p> <p>Interview</p>
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Previous experience of working in a cleaning position in a school.</li> <li>• Use of industrial cleaning materials and cleaning equipment.</li> </ul>	<p>Application form</p> <p>Reference</p> <p>Interview</p>

<b>Initiative</b>	<ul style="list-style-type: none"> <li>To be self-motivated to achieve excellent cleaning tasks to pre-determined standards.</li> </ul>		<p>Application form</p> <p>Reference</p> <p>Interview</p>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>Able to physically carry out all the duties of the post such as lifting and transporting cleaning equipment, use of cleaning materials, moving of furniture to assist cleaning procedures.</li> <li>Resilience and the ability to work under pressure.</li> <li>Ability to work constructively and flexibly as part of a team and as an individual.</li> <li>Willingness to undertake necessary tasks of an unpleasant nature.</li> </ul>	<ul style="list-style-type: none"> <li>Able to be flexible about the times worked.</li> </ul>	<p>Application Form</p> <p>Reference</p> <p>Interview</p>

## Our Trust

I am proud to welcome you to **Impact Education**. We are a diverse family of Primary, Secondary, Alternative Provision and All-Through Academies, serving young people and their communities in Calderdale and Kirklees, West Yorkshire.

Our **vision** is to be a Trust **where hearts and minds connect**; values-driven partners who work collaboratively to provide a high-quality whole education that impacts positively on our young people. We are on a **mission** to improve their life chances, challenging social disadvantage and championing inclusion. We believe in student agency and equipping our young people with the knowledge, skills and qualities to be successful in learning, life and work.

Our **people** are empowered to create, explore, share and learn from each other and the wider system. They have access to high quality continued professional development and learning. We work hard, but at the expense of wellbeing, and we want all our people to feel valued, respected and happy in their work.

Our **values** of Heart, Mind and Connect underpin everything we do and our **core principles** articulate how we will live these out.

If you are interested in learning more about our Trust, please make contact, there is so much to share.

Best Wishes,

Mick Kay  
Chief Executive Officer