

# **EVENING CLEANER (4pm – 7pm)**

## **Application Pack**



Dear Colleague

Thank you for your interest in Edgar Wood Academy.

Edgar Wood Academy opened its doors in 2021 after being commissioned by the DfE to serve the community of Middleton and Heywood. Helping our students realise their potential lies at the heart of everything we do by adhering to our values of Resilience, Empathy, Responsibility and Respect.

We are proud to be part of Altus Education Partnership Trust and are driven to fulfil our mission and vision:

**OUR MISSION**

*To advance education in the borough of Rochdale and its surrounds so that young people lead happy and fulfilling lives and make positive differences to their communities and society.*

**OUR VISION**

*To create an inclusive and cohesive system of education in the area that improves the lives of everyone in the borough*

Our staff are integral to realising this, and therefore it is my aim as headteacher to ensure that we work as a team, look after each other, and ensure that Edgar Wood is a fulfilling place to work. We are looking for staff who will help us to make a positive difference to the lives of young people in the borough. In return, we promise a supportive and enjoyable working environment, and the resources needed to carry out the role to the highest standards.

Should you decide to apply to Edgar Wood it is important that you know that this is the right place to take the next step in your career, and therefore visits to our academy prior to application are encouraged.

I am incredibly excited and privileged to be the Headteacher at Edgar Wood Academy and together, we will work hard to ensure that we deliver a world-class education to the students and community we are proud to serve.

Yours sincerely

A handwritten signature in brown ink, appearing to read 'Paul Jones', written in a cursive style.

**Paul Jones**  
**Headteacher**

## Making Your Application

I hope that when you read this Application Pack you are inspired to apply for the post. If you are, then this is what you need to do:

### Application

- To apply, please visit our website and apply through **My New Term**.
- Our website: [Our Vacancies - Altus Education Partnership](#)
- Provide a supporting statement of no more than two sides of A4, addressing the criteria in the person specification.

### Deadline

The deadline for the post is **17<sup>th</sup> February 2026** to arrive no later than 12.00 midday.

Interviews are to be confirmed.

### Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

### Salary

The post will be paid on support staff salary scale point 1 to 3, currently £24,413 - £24,796 per annum.

Actual for term-time only plus 4 weeks and 15 hours per week is £9,428 - £9,576 per annum.

### Start Date

As soon as possible

### For an Application Pack

1. Visit [www.altusep.com](http://www.altusep.com)
2. Contact HR: [recruitment@altusep.com](mailto:recruitment@altusep.com)
3. Telephone 01706 769999

*Altus EDUCATION Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.*

*In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates.*

## Background Information

### Edgar Wood Academy

Edgar Wood Academy is an 11-16 year old state-funded secondary school. Working closely with Rochdale Borough Council to meet the estimated shortfall of secondary school places, we opened our doors to welcome year 7 children from the areas of Middleton and Heywood in September 2021.

From September 2022, students at Edgar Wood Academy were the first to experience our new school building on Heywood Old Road, Heywood, with its modern state-of-the-art facilities, designed to allow them to flourish academically, culturally and artistically.

### Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises five academies, including ourselves. The other four academies are:

- **Rochdale Sixth Form College**, opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has dramatically raised achievement in the area and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly ranks among the highest performing colleges in the country in both the DfE's Performance Tables and the National Achievement Rate Tables.
- **Kingsway Park High School** is an Ofsted-rated Good school with a strong track record of providing students with an excellent education. The Academy recently benefitted from a new teaching block, which opened in late 2024.
- **Bamford Academy** is an Ofsted-rated Good primary school providing a caring and nurturing environment. It is a popular first choice for many families in the area.
- **Caldershaw Primary School** joined the Trust on 1 July 2025. It is Ofsted Outstanding and one of the most oversubscribed primary schools in Greater Manchester.

Altus is on the cusp of further growth, with three additional schools currently considering academisation in the autumn term.

We also benefit from strong local partnerships. Most notably, and uniquely within the post-16 sector, Altus has a Memorandum of Understanding with Hopwood Hall College, coordinating curriculum and supporting seamless transition for students into post-16 education.

## Role Description

<b>Job Title:</b>	<b>Evening Cleaner</b>
<b>Reports to:</b>	Director of Operations
<b>Remuneration:</b>	The post will be paid on support staff salary scale point 1 to 3, currently £24,413 - £24,796 per annum.  Actual for term-time only plus 4 weeks and 15 hours per week is £9,428 - £9,576 per annum
<b>Contract:</b>	Permanent – 15 hrs per week – Term Time Only plus 4 weeks (to be worked during school holidays for deep cleaning)  Working hours: 4pm – 7pm, Monday to Friday
<b>Start Date:</b>	As soon as possible

### Overall Purpose of the Post

To ensure the cleanliness, hygiene, and upkeep of the school site during evening hours, supporting a safe, welcoming, and well-maintained environment for all students, staff, and visitors. This includes undertaking regular cleaning routines, supporting health and safety checks, and preparing the site for the following day.

### Responsibilities and Roles

#### Cleaning & Facilities Maintenance

- Carry out general cleaning duties in classrooms, corridors, offices, toilets, and communal areas in line with the cleaning rota.
- Undertake periodic deep cleaning tasks during non-term time and school closures.
- Clean and disinfect high-contact areas such as door handles, desks, sinks, taps, and toilets.
- Ensure cleaning products are used in accordance with COSHH (Control of Substances Hazardous to Health) regulations.
- Operate cleaning machinery and equipment safely and effectively (e.g., vacuum cleaners, floor scrubbers).
- Report any defects or issues related to cleanliness, safety, or damage to the Premises Manager or Director of Operations.

#### Health, Safety & Hygiene

- Immediately respond to and clean up spillages and other hazards to maintain a safe environment.
- Carry out regular checks of supplies in toilets and cleaning cupboards, restocking when needed.
- Ensure cleaning stores are kept clean, tidy, and secure.
- Support with minor facilities-related tasks (e.g., moving furniture for cleaning purposes).

#### Behaviour and Wellbeing (if required to support student-facing areas)

- Promote a calm, respectful, and inclusive environment in all interactions.

- Challenge inappropriate student behaviour respectfully and in line with the school's Behaviour Policy (if working in areas where students may be present).
- Be a positive role model for all students, promoting responsibility, cleanliness, and mutual respect.

#### Team Working & Communication

- Work collaboratively with the site and operations team to ensure the school is clean, safe, and ready for use each day.
- Attend training as required (e.g., safeguarding, first aid, COSHH).
- Communicate effectively with colleagues regarding cleaning needs or site concerns.

### Person Specification

			Assessed by:	
No.	CATEGORIES	Essential/  Desirable	App  Form	Interview
QUALIFICATIONS AND EXPERIENCE				
1	Appropriate knowledge of first aid or willing to train.	E	√	√
2	Willingness to undertake relevant training (e.g., COSHH, manual handling).	E	√	√
3	Experience of cleaning in a commercial or school environment	D	√	√
SKILLS AND KNOWLEDGE				
4	Demonstrates excellent punctuality and reliability	E	√	√
5	Knowledge/understanding of Health & Safety including COSHH regulations.	E	√	√
6	Ability to stay calm and be patient and understanding when dealing with the students.	E	√	√
7	To be able to deal fairly and consistently when managing student behaviour	E	√	√
8	High degree of energy, resilience, and enthusiasm	E	√	√
9	Excellent oral communication skills and a calm, confident manner	E	√	√
10	Ability to take charge of students when required and maintain acceptable behavioural standards	E	√	√
11	Ability to work as part of a team and independently using own initiative	E	√	√
12	Able to maintain confidentiality at all times.	E	√	√
13	Understanding of matters relating to safeguarding of children in terms of their health, safety, welfare, and mental wellbeing.	E	√	√





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