



# Recruitment Pack

CLEANING ASSISTANT  
OCTOBER 2025

<https://mynewterm.com/jobs/146367/EDV-2025-CHA-47638>



## Vision

To achieve academic excellence, develop character,  
and raise aspirations for all at **Castle Hall Academy**



**Academic  
Excellence**



**Develop  
Character**



**Raising  
Aspirations**

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## Key Drivers



**Heart**

Developing a  
**strong moral  
compass**



**Mind**

Developing our  
**capacity to  
think**



**Communication**

**Communicating with  
people and cultures  
outside of ourselves**

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## Mission

To become an academy  
**‘where hearts and minds connect’**



Academic Excellence



Developing Character



Raising Aspiration

At Castle Hall we work hard every day to deliver academic excellence, develop character and raise aspirations in everything we do. We exist to tackle educational disadvantage. We have high expectations of students and staff and strive to become better every day creating exceptional learners.

Site is a high performing team with strong values, work ethic and mutual sense of purpose. The team care about the little things, enjoy collaborative working and share unrelentingly high standards.

We have invested significantly in our buildings and environment in recent years with upgrades to all teaching rooms, new heating and windows as well as refurbishment to our science block and a brand-new gymnasium.

We value staff wellbeing and are constantly seeking ways to support and develop our staff body. We have no staff meetings outside of the Academy Day and also, have a 1:25pm finish on a Friday.

I am proud to be Headteacher at Castle Hall Academy. I believe that all students deserve access to a world-class education. We have worked hard over the last 5 years to improve the provision for our students and community and the students at Castle Hall are now making excellent progress. I tell students frequently how lucky I am to be part of such a fantastic Academy with amazing students, if you too would like to be able to say the same then Cleaning Assistant could be the job for you!

A handwritten signature in black ink, appearing to read "Paul Brook".

Paul Brook  
Headteacher



Academic Excellence



Developing Character



Raising Aspiration



# High expectations of students...

We have high expectations of our students and expect them to be displaying the characteristics of good learners at all times to ensure success in all aspects of their life at Castle Hall Academy.



## Characteristics of Exceptional Learners



### Reasoning

I ask questions about my learning and independently work things out for myself.



### Resilience

When things get challenging, I never give up and learn from my mistakes.



### Responsibility

I choose to do the right thing even when nobody is watching.



### Respect

My behaviour is exceptional. I show respect for all in my community.



### Reflection

I take every opportunity to review and develop my learning and behaviour.

**Work hard, be kind and follow staff instructions - everybody, everyday**



Academic Excellence



Developing Character



Raising Aspiration

## Job Description

### Post: Cleaning Assistant

#### Purpose

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

#### Duties and Responsibilities

- Perform cleaning duties and procedures to pre-determined standards. This will include daily, weekly and periodic tasks.
- Thorough cleaning of sanitary ware which includes wash hand basins, toilets and showers using the correct procedures to maintain high hygiene standards.
- Use electrical floor equipment for maintenance of soft and hard flooring, this will include wet and dry vacuum cleaners and floor polishing machines.
- Dry mop and damp mop hard floor surfaces.
- Clean all surfaces which 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.
- Collect refuse from waste bins into refuse sacks and safely remove to the designated waste collection area.
- 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.
- The manual handling of furniture to facilitate cleaning procedures and the movement and transportation of cleaning equipment and floor machines to work areas.
- Carry out high level cleaning of ledges, pipes, walls, fixtures and fittings using the appropriate cleaning equipment.
- Be responsible for own equipment and materials. This will include checking, cleaning and correct storage of equipment and materials after use. All damage/repairs required to cleaning equipment and the fabric of the building must be reported immediately to the Cleaning Supervisor
- Be responsible for the security of own equipment, materials and cleaning storerooms including the responsibility for keys, internal and external access keys/fobs and door alarms to the premises
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Headteacher or your Line Manager.

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



## Person Specification

### Post: Cleaning Assistant

Attributes	Essential	Desirable	How Identified
Knowledge and skills	<ul style="list-style-type: none"> <li>Literate and numerate</li> <li>Good communication skills within a team and with clients.</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.</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
Experience		<ul style="list-style-type: none"> <li>Use of industrial cleaning materials and cleaning equipment</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
Personal Development & Additional Learning	<ul style="list-style-type: none"> <li>Able to undertake training to fulfil the requirements of the post</li> <li>Able to work as a team member or alone</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
Initiative	<ul style="list-style-type: none"> <li>To be self-motivated to achieve excellent cleaning tasks to pre-determined standards</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
Circumstances	<ul style="list-style-type: none"> <li>Able to physically carry out all the duties of the post such as lift and transport cleaning equipment, use of the cleaning materials, moving of furniture to assist cleaning procedures.</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>





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Raising Aspiration