



# Westminster C of E Primary Academy

Everyone Welcome, Everyone Belongs, Everyone Flourishes...nourished by God's Love



## **Cleaner Vacancy**

## **Maternity Cover**

**10 hours per week – All Year Round**

**Salary Band 3, Point 3 - £12.85 per hour**

**(£6,701 actual salary)**

**Required as soon as possible**

**Closing date: 9am on Monday 23<sup>rd</sup> March 2026**



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## Thank you for taking an interest in this role.

We are looking for a reliable and hard-working individual to join our cleaning team to provide maternity cover until the post holder returns. The successful candidate will have professional cleaning experience, a good knowledge of cleaning products, their uses and cleaning safety systems, and a commitment to maintaining the highest standards of cleanliness.

### Range of Duties:

- Work from cleaning specifications undertaking all required cleaning duties including toilets, sinks, surfaces, furniture, floors and walls
- Operate floor cleaning machinery including vacuums ☑ Empty bins and remove all rubbish
- Clean/dust high level areas
- Move equipment/furniture to enable proper cleaning
- Clean toilets and cloakroom areas including toilets and sink areas
- Replenish hand towels and soap when necessary
- Report any health & safety concerns to the Site Manager immediately
- Work within health & safety guidelines and follow COSHH regulations

We can offer a welcoming, supportive cleaning team and full training will be provided.

Westminster is a large primary school and we are part of the BDAT Trust.

Our site staff work hard to keep the site and building clean and provide a safe learning environment for children and staff. We have a large cleaning team who work either before or after school.

Please ensure that you read the application details carefully and check you meet the criteria before completing the application form. Please include your skills and cleaning experience relevant to the role. You will need to provide two referees, one who is your current or most recent employer for a cleaning role.

I look forward to discussing this role with you further.

A handwritten signature in black ink that reads 'Simon Gallacher'.

**Simon Gallacher**  
**Headteacher**



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## About BDAT

Westminster CofE Primary Academy is part of Bradford Diocesan Academies Trust. The successful candidate will be employed by BDAT although their main place of work will be at Westminster. BDAT strives to be diverse and inclusive employer a place where we can ALL be ourselves. We encourage and welcome applications from everyone.

### General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford and is part of the Diocese of Leeds. BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at [www.bdat-academies.org](http://www.bdat-academies.org).

### Our Mission Statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable them to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working. We believe this means we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools approach where we are truly able to know, understand and support each other.

### Our Christian ethos

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England academies, as well as those within the faith.

### ICARE

At BDAT we have considered the importance, effectiveness and sustainability of how we tackle issues like racism and other types of discrimination across all areas of our MAT and within each of our schools. We have led a Trust wide consultation to ensure we understand what we mean by inclusion and to look at what we can do differently centred around the Trust values: "ICARE". To download our ICARE consultation documents please [click here](#)

### BDAT People: Our Faculty of Professional and Career Development

The BDAT Faculty of Professional and Career Development brings together into a single entity all that we currently do to recruit, develop and retain our staff. The Faculty provides the strategic direction to ensure that our professional and career development supports school improvement and drives our vision of BDAT as an employer of choice. By bringing all our work in this area under 'one umbrella' it ensures our staff know about BDAT's development offers and how they can be accessed. <https://bdat-people.org/>



## Cleaner - Summary of main duties/responsibilities

### **Job Purpose:**

To maintain a high standard of cleanliness within the building so that Everyone is Welcome, Everyone Belongs and Everyone can Flourish at Westminster.

### **Range of Duties:**

- Work from cleaning specifications undertaking all required cleaning duties including toilets, sinks, surfaces, furniture, floors and walls
- Operate floor cleaning machinery including vacuums, buffers, scrubber dryers, carpet cleaners
- Empty bins and remove all rubbish
- Clean/dust high level areas
- To use own initiative in deciding the best cleaning routine appropriate for the day due to room uses/weather etc
- To work independently/proactively and establish professional working relationships with members of the cleaning team
- Move equipment/furniture to enable proper cleaning
- Clean cloakroom areas including toilets and sink areas
- Replenish hand towels and soap when necessary
- Undertake specialist deep clean when required
- To ensure that all equipment and materials required to perform the cleaning tasks are maintained in an hygienic and safe condition.
- Keep cleaning cupboards clean and tidy.
- Report any health & safety concerns to the Site Manager immediately
- Work within health & safety guidelines and follow COSHH regulations
- Follow instructions given by Site Manager/Caretaker/Business Manager

### **General Duties:**

- To attend and participate in meetings as required.
- To improve own practice through training, observation, evaluation, discussion with colleagues and other learning activities including performance management, and use this to support others
- To work as part of a team and support the role of other staff within the academy.
- To be aware of and comply with policies relating to safeguarding, child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate member of senior leadership team.
- To demonstrate a flexible approach to undertaking tasks and responsibilities.
- To understand and follow the vision and values of the academy.

To undertake any other duties commensurate with the grade of the post.

**Post holder may work alone within areas of the building. The job requires normal physical effort with occasional physical effort sometimes in awkward positions.**



## Personal Specification

Qualifications	Essential	Desirable
Maths & English GCSE		✓
NVQ relevant to the role		✓
Experience & Skills	Essential	Desirable
Experience of undertaking cleaning duties in a professional capacity	✓	
Able to communicate clearly, understand and follow instructions effectively	✓	
Good organisational and interpersonal skills	✓	
Experience of cleaning in an educational environment		✓
Understanding of current safeguarding legislation and a commitment to implementing these in school	✓	
Training	Essential	Desirable
Evidence of continuing professional development	✓	
Evidence of Safeguarding & Prevent training		✓
Willingness and commitment to development and training opportunities	✓	
Special Knowledge	Essential	Desirable
Awareness of health and safety guidance and regulations	✓	
Personal Circumstances	Essential	Desirable
Eligible to work in the U.K.	✓	
No contra-indications in personal background/criminal record indicating unsuitability to work with children/young people	✓	
Emulate the values of Westminster: <i>Compassion, Thankfulness, Determination, Respect, Forgiveness and Responsibility</i>	✓	
Disposition/Attitude	Essential	Desirable
Ability to work as part of a team, with minimum supervision	✓	
Commitment to school vision	✓	
Good communication skills	✓	
Flexible and positive approach to change	✓	
Ability to maintain a high level of confidentiality and discretion at all times	✓	
Practical / Intellectual Skills	Essential	Desirable
Punctual and reliable	✓	
Ability to manage time effectively	✓	
Physical / Sensory	Essential	Desirable



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Role requires normal physical effort. Must be able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate	✓	
<b>Equality &amp; Safeguarding</b>	<b>Essential</b>	<b>Desirable</b>
Candidates should indicate an acceptance of, and a commitment to, <ul style="list-style-type: none"> <li>the principles of the school's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the community.</li> </ul>	✓	
Be committed to Safeguarding and promoting the welfare of children and young people	✓	



## Application Process

BDAT strives to be a diverse and inclusive employer, a place where we can ALL be ourselves. We encourage and welcome applications from everyone.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on any of the protected characteristics (age, gender reassignment, marriage or civil partnership, pregnancy, disability, race, religion or belief, sex, and sexual orientation). The person specification sets out the criteria used to assess candidates through the selection process

### Applications

Applications need to be made through MyNewTerm.

All applications will be acknowledged by email. Should you fail to receive a confirmation, please call 01274 648490.

### Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in expressions of interest. This is done by a shortlisting panel. We carefully check all applicants for gaps in employment and anomalies, which will be discussed with candidates invited to interview.

Candidates who best meet the person specification will be invited to an interview.

An email will be sent to all applicants informing them if they have been shortlisted or not, shortly after the closing date.

### References

We request references for all candidates who are invited to interview. Your first referee should be your current or last employer.

### Interview Day

The timings will be confirmed in your interview invite letter. It will consist of a formal interview and a written task. You will be asked to bring proof of your right to work in the UK and photo identity on the day.

### Final Selection

Following the formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then inform each candidate to inform them of the outcome. We offer brief feedback on request.

### Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. All offers are made subject to:

- Two references satisfactory to us
- A satisfactory enhanced DBS check
- Satisfactory online checks
- Provision of proof of identity, right to work in the UK and qualification



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## Induction and Probation

All new staff will be part of an induction programme including Safeguarding Child Protection Training as soon as possible after their start date and at least once every academic year thereafter.

All new staff will be subject to a probation period which will be outlined in the employment contract.

## Record Keeping and data protection

Records will be kept of:

- Job description and person specification;
- Shortlisting criteria;
- Any interviews conducted, including interview notes and any scoring undertaken;
- Reasons for selecting and rejecting candidates.

The BDAT retention policy states that applications and interview notes for unsuccessful candidates are retained for + six months

## Disabled Applicants

Candidates indicating that they have a disability on the application form, providing that they meet the essential criteria on the Person Specification, will be included on a shortlist.

## Key Dates

**Closing date: 9am, Monday 23<sup>rd</sup> March 2026**

## How to contact us:

Westminster Church of England Primary Academy  
Westminster Road  
Bradford  
BD3 0HW  
Tel: 01274 648490  
Email: [anita.nila@west.bdat-academies.org](mailto:anita.nila@west.bdat-academies.org)

**Queries regarding this vacancy:** If you require a paper copy of this document or you have any questions about the vacancy, please contact Anita Nila on 01274 648490 or [anita.nila@west.bdat-academies.org](mailto:anita.nila@west.bdat-academies.org)

***Westminster Church of England Primary Academy is strongly committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to satisfactory vetting, including an enhanced criminal records check via the Disclosure and Barring Service (DBS) and an online check.***