



Cleaner

**All Saints Bedworth C of E Academy &
Nursery**

Off The Priors, Mitchell Road, Bedworth,
CV12 9HP

Candidate Information

Together, pursuing life in all its fullness

Cleaner

About the Role

The Trust is looking to appoint an inspirational and highly effective cleaner who is committed to supporting the All-Saints Bedworth to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- We are offering a salary of £24,413 per annum FTE (Actual Salary £7,372) Grade A (Scale point 2)
- Monday to Friday 2.5 hour per day (12.5hrs per week) 6am-8:30am
- 39 Working weeks + 10 days
- Eligibility to join the Pension Scheme'

Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact the school office directly on 02476 313387 for an informal discussion about the post.

Please note that the closing date for applications is 26th April 2026.

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Interviews will take place during week commencing 27th April 2026

Job Description

KEY PURPOSE

To clean specified areas within the whole school/centre in accordance with the Academy's/MAT's standards. Work is undertaken under the guidance of the caretakers. To act as Caretaker in their absence, perform duties associated with lettings and be a key holder.

ACCOUNTABILITIES

The appointee will be line managed by Headteacher.

PRINCIPAL RESPONSIBILITIES

The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification and amendment at any time after consultation with the post holder.

RESPONSIBILITY FOR OTHERS: The post has some impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety).

RESPONSIBILITY FOR STAFF: The post has or limited direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

RESPONSIBILITY FOR FINANCE: The post has no (or limited) direct responsibility for financial resources other than occasional handling small amounts of cash, processing cheques, invoices etc.

RESPONSIBILITY FOR PHYSICAL RESOURCES: The post has some direct responsibility for physical resources, involving cleaning of buildings

MAIN ACTIVITIES

- Clean toilets, bowls, sinks and basins
- Wipe down desks and chairs
- Vacuum and tidy classrooms
- Wash worktops/tables
- Wash/mop/sweep floors and wash wet areas
- Clean inside glazing
- Dust and polish
- Use buffer
- Strip and reseal floors (occasionally)
- Undertake routine maintenance of equipment (e.g. vacuum bags)
- Empty bins and dispose of rubbish
- Ensure safe and effective use and storage of all equipment
- Be aware of Health and Safety at Work regulations and COSHH guidelines

Draw to caretaker's attention any problems / issues which may affect the safety or security of the school or its users.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust, the Deputy CEO - Education will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

STRENGTHENING THE COMMUNITY

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. Academy leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other academies. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The Trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

DATA PROTECTION

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Chief Executive reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

		Measured By				
		Essential	Desirable	Application	Interview Process	References
Personal Qualities, Qualifications and Experience						
Qualifications and Experience						
1	Be willing and able to take part in relevant training, ie Safeguarding, play activities etc.	X			X	
2	No formal qualifications, though literacy & numeracy skills required to be able to read instructions and work out simple measurements	X		X		
Professional Experience and Knowledge						
1	Previous experience in a similar environment		X	X	X	X
2	Understand school's policies and how they relate to local and national frameworks/policies eg. Child protection, health & safety, equal ops, etc.	X		X	X	X
3	Knowledge and understanding of safeguarding requirements and good practice	X		X	X	
4	Be able to operate equipment and use materials	X		X		
5	Understand and can work to procedures, follow straight forward instructions and read labels	X		X	X	
Personal qualities						
1	Has high expectations and personal integrity with the ability to promote and sustain the values, culture and Christian ethos of the school	X		X	X	
2	Can identify straightforward solutions to simple problems, eg improving working methods, rearranging cleaning schedules	X		X	X	
3	Is pro-active in offering ideas	X		X	X	
4	An exemplary record of health and punctuality		X			X
Skills & Abilities						
1	Have good communication and listening skills (oral and written)		X	X	X	X
2	Able to take direction but also work collaboratively and effectively as part of a team taking initiative when required	X		X	X	
3	Can respond to unforeseen circumstances (eg hazards, accidents etc)	X		X	X	

