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**BRADFORD GIRLS'
GRAMMAR SCHOOL**



Cleaners (Evening)

RECRUITMENT INFORMATION PACK



Salary: Band 2/3, SCP 2 (Actual Salary: £6,598 p/a)

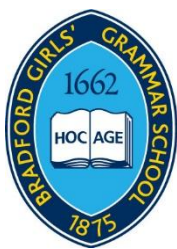
Contract term: Permanent

Working pattern: Monday to Friday, 3.30pm until 5.30pm

From: October 2026

Bradford Girls' Grammar School

Squire Lane, BD9 6RB



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1. About Bradford Girls' Grammar School

Thank you for your interest in the post of Cleaner at Bradford Girls' Grammar School. I hope the information in this pack and on our website encourages you to apply.

Bradford Girls' Grammar Secondary School is a well-regarded school of around 690 students, located on the outskirts of Bradford city centre.

Established in 1875, the school has a rich history and a strong record of providing an outstanding education. Previously a girls' independent school, Bradford Girls' Grammar School became an Academy Free School in 2013. In January 2023, the school joined the Bradford Diocesan Academies Trust (BDAT).

From its establishment until 2024, the school was an all-through school admitting students aged 5-16. From September 2024, Bradford Girls' Grammar School separated from Lady Royd Primary School and became an 11-16 Academy, educating 690 wonderful young ladies.

The school has many other strengths: teaching quality is strong across subjects, leading to outcomes above national averages; we are an inclusive school; and our students have an excellent work ethic.

Our school motto, *Aspire, Succeed, Lead*, defines our mission, and we expect students to leave as future leaders, confident to take on challenges and to make a difference on a world platform.

Our values of Accountability, Self-Confidence, Perseverance, Integrity, Respect and Empathy define how we operate and what we expect from students and ourselves. We are ambitious, have high expectations of ourselves and others and work together supportively as a cohesive team.

We offer fantastic support and professional development to staff, ensuring they have the skills needed to deliver excellent lessons to students daily. We are part of Bradford Diocesan Academies Trust (BDAT), which provides extensive CPD and career opportunities for staff, while also retaining the values, special character, and Maths focus of Bradford Girls' Grammar School.

Please read the application pack carefully, and if you believe you are the right person for the role and that your values align with ours, we welcome your application.

2. Bradford Diocesan Academies Trust (BDAT)

Bradford Girls' Grammar School is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 21 schools in Bradford. We are a Trust that prides itself on delivering great educational outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and to develop the next generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises that each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However, we also know that a key strength of being part of a Trust is that our schools can support each other, learn from each other, and share great practice. Importantly, we know from working through the COVID pandemic that a shared problem can be halved, and by working together we can save time, money, and avoid duplication of work.

We are a value-led Trust, and we know it is important that we consistently live these values. The Trust's mission is "to provide education of the highest quality within the context of Christian belief and practice." We strongly believe every child only has one chance at a good education.

Our core Trust values are inclusion, compassion, aspiration, resilience, and excellence (I.C.A.R.E.). We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. While robust Christian principles underpin the Trust's work, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values, believing these are as appropriate and important to staff and students of all faiths (and to those without faith), as they are to those who practice within the Church of England. For this reason, we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust; however, we pride ourselves on knowing and understanding our schools. We are all part of the BDAT family, and we all share the same motivation: to see our children succeed. For more information about us, follow us on twitter @wearebdat or visit www.bdat-academies.org

3. Information on the Post

We are seeking to appoint Cleaners to work as part of a large team, performing a variety of regular and one-off cleaning tasks as directed by their Line Manager.

We are a hugely successful school with strong results, and we want to get even better!

Our mission is that our students leave as future leaders – equipped to perform on national and international platforms in whatever career they choose in the future. Providing broad opportunities, raising aspirations, and creating fun, memorable experiences are all key to this, and all our colleagues contribute to extra-curricular activities.

The school's culture is firmly rooted in values, and these shape how we do things day to day. We recognise our accountability to our children and the impact we make on their futures; we are self-confident in what we do; and we are prepared to persevere in our determination to succeed. We are an organisation that truly cares about what we do and how we do it, and our actions are grounded in integrity, mutual respect, and empathy.

If you are interested in joining our team and being part of our exciting future, we look forward to hearing from you.

4. Application Process

Should you wish to apply for this position, please send the following:

- A completed application form. Applications should be made electronically via MyNewTerm.
- **Closing date for applications: Monday 28th September 2026 at 8.00am**
- **Shortlisting of applications: Monday 22nd September**
- **Interview date: TBC**
- **Start date: ASAP once vetting checks have been completed**

Appointments made are subject to an enhanced DBS check.

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff, visitors, and volunteers to share this commitment.

5. Job Description

Post Title:	Cleaning Operative
Post Purpose:	To provide a high standard of hygiene and cleanliness throughout the school.
Reporting to:	Cleaning Supervisor, Site Manager
Working time:	10 Hours Per Week, 3:30pm -5:30pm
Salary/Grade:	Band 2/3 SCP 2
Main (Core) Duties:	
Responsibilities	• Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards • Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards. • Liaise with Cleaning Supervisor, Site Manager and Site Team and other members of staff as required to ensure the cleaning rota operates smoothly around both school events and outside lettings. • Report cleaning supplies requirements and stock levels to the Cleaning Supervisor. • Ensure COSHH compliance at all times. • Work as part of a team and support other members of the cleaning team to meet standards and school objectives. • Cover other cleaners absence as directed by the Cleaning Supervisor using discretion to ensure all cleaning duties are performed across the whole site. • Report any Health and Safety issues to the Cleaning Supervisor, Site Manager and Site Team. • Uphold and promote the school's child protection and safeguarding policies and procedures and ensure they are adhered to by all staff • Follow the whole school Health and Safety policy promoting the safety and wellbeing of student at all times. • Follow the cleaning dress code at all times, adhering to all PPE direction.

Relationships	• To support the positive ethos of the school by acting in accordance with its values. • To build a strong culture of positive and respected relationships. • Set a good example in terms of dress, punctuality and attendance. • Follow all Child Protection and Safeguarding strategies. • Be proactive in matters relating to health and safety. • Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. • To maintain confidentiality and sensitivity to the pupil's needs but have regard to the safeguarding procedures of the school.
Wider Responsibilities	• Be aware of and comply with policies and procedures relating to child protection / safeguarding, equality and diversity, health and safety, ICT, security, confidentiality and data protection, reporting all concerns to an appropriate senior person. • To share responsibility for student welfare. • Comply and assist with the development of policies and procedures relating to area of responsibility as required. • Develop effective professional relationships with others. • Maintain the confidential nature of information relating to the school, its students, parents, and carers acting in accordance with the principles of the GDPR and the Data Protection Act 2018 at all times. • Have up to date KCSIE knowledge.
Physical Conditions	• The post is based at Bradford Girls' Grammar School. • The school is accessible by stairs and lift and is available by disabled persons to the ground floor by a portable ramp on request. • This post is subject to an enhanced Disclose and Barring Service check. • The school operates a non-smoking policy.
Training	• The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.

Special Condition of Service	• Will not require leave of absence during term time.
Statement	Bradford Girls' Grammar School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade in line with the school's changing needs. Dated: September 2026

6. Person Specification

ATTRIBUTES	Essential	Desirable
Skills	• Ability to work effectively and supportive as member of the school team • Ability to work in an organised and methodical manner • Ability to act on own initiative, dealing with any unexpected problems that arise • Understanding and following safety rules • Understanding and carrying out set tasks	
Knowledge/ Understanding	• Knowledge of COSHH and the safe use of chemicals • Knowledge of cleaning best practices	• Knowledge of Health and Safety Regulations
Experience	• Experience of working within an educational setting ○ Vacuuming ○ Dusting ○ Mopping ○ Disposing of waste ○ Replenishing consumables	• The use of a scrubber/dryer • The use of a buffing machine
Behavioural and other related characteristics	• Enthusiasm, determination and high standards • Prepared to respect sensitive and confidential work depending on cleaning area • Motivation and flexibility • Respect and professionalism • Time management and multitasking	
Personal Attributes	• Being physically capable of performing the role. • Willingness to clean any area of the school as requested by the supervisor • Willingness to take personal responsibility for standard of work carried out	

7. Enhanced Disclosure

Thank you for your interest in this post at Bradford Girls' Grammar School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warnings which would otherwise be regarded as "spent" under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Criminal Records Bureau and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Criminal Records Bureau Code of Practice of Disclosure Information.

Bradford Girls' Grammar School is committed to safeguarding and promoting the welfare of children. Successful candidates will be required to complete a satisfactory enhanced Disclosure and Barring Service (DBS) clearance.

We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.

8. School Location and Travel Information

Bradford Girls' Grammar School

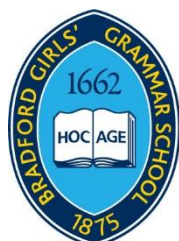
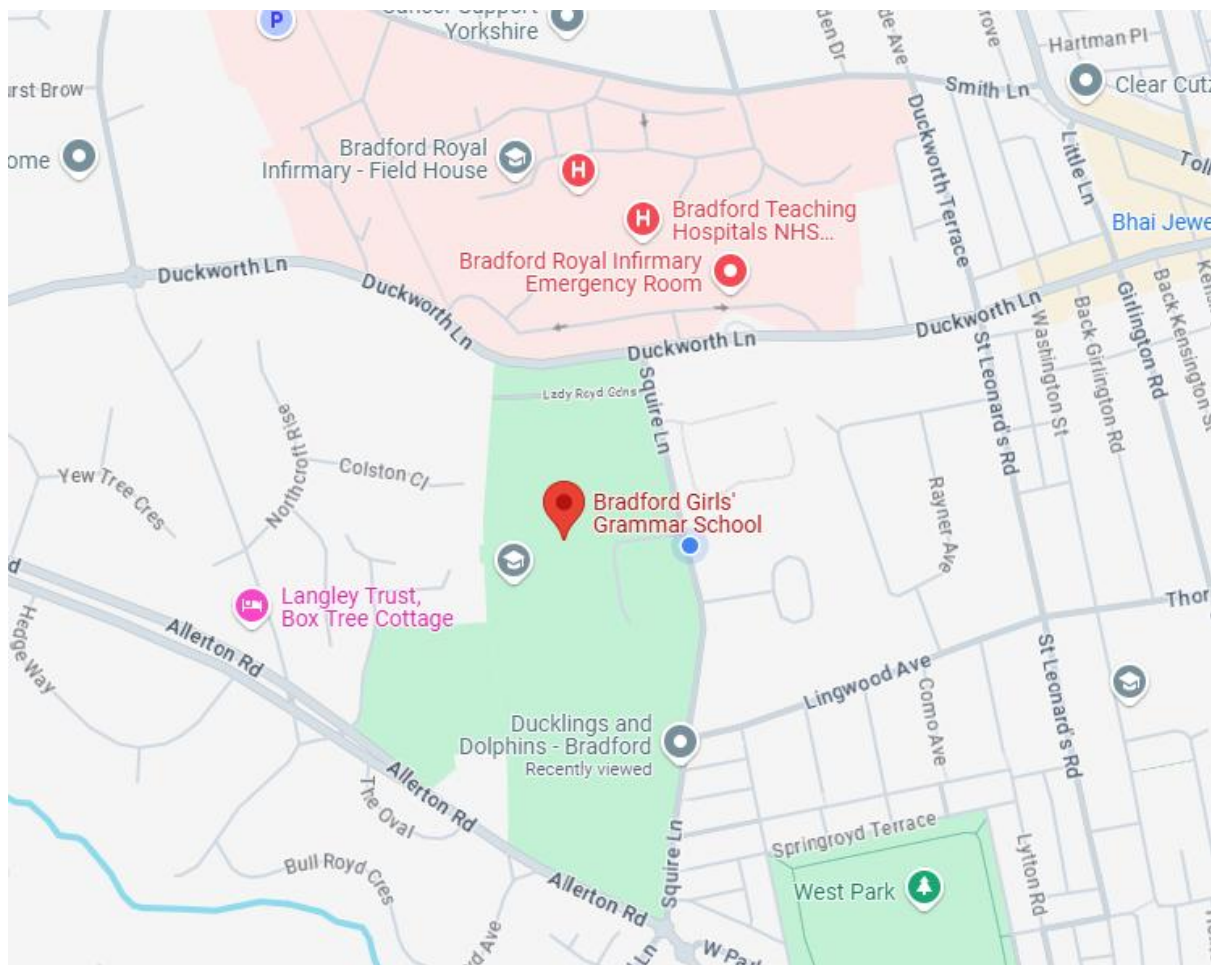
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