



# Wheatley Park School

Everyone Learning - Everyone Caring  
11-18 Academy and member of the River Learning Trust  
1149 on roll including 218 Sixth Form

## CLEANER

### Required as soon as possible

7 hours per week, evenings from 3pm

Term time only (38 weeks)

Grade 3 Pro rata £3873-£3933 (Full time equivalent £24413-£24796)

Wheatley Park School is at an exciting stage in its development. We have made strides, enjoyed some successes and we are ambitious to build on them. We are a busy, friendly and supportive community. We are proud of our students and keen to keep helping them to achieve high standards.

We are keen to appoint conscientious and capable individuals to take on roles of our shift Cleaners. Ideal candidates should possess good cleaning skills, have a flexible and meticulous disposition and be able to work within a small team or on their own initiative.

This is an important post within the school providing essential support to both students and staff. The successful applicant will have excellent interpersonal and practical skills.

We will offer you the chance to be part of a strong and developing school community working in a supporting environment. We are renowned for placing a high value on staff wellbeing and professional development at all levels.

Situated just east of Oxford in a unique parkland site, Wheatley Park School is a flourishing 11- 18 academy with a vibrant comprehensive intake.

Education has the power to change lives, communities and society for the better. At RLT we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone. Schools in RLT are united by a common belief in the benefits of working together, and by our commitment to shared principles.

**OUR VISION** is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.

**OUR 'WHY?'** is that children and young people 'only get one go' in school and therefore as part of RLT we aim to ensure the best possible 'go' for our pupils.

**OUR 'HOW?'** is through the highest support and challenge for our schools and each other, underpinned by our principles.

Our employees benefit from a wide variety of support including extensive continuing professional learning and development opportunities, wellbeing and staff networks and access to Defined Benefit Pension Schemes (TPS and LGPS) for all staff. For more information on what it is like to work for the Trust, and the benefits you could access, please see our "[Working in RLT](#)" guide.

This role includes regulated activity relevant to children.

If you would like to know more, or arrange a visit, please contact Mrs Skye Wigley (HR Manager) on 01865 872441 or by email to [swigley@wheatleypark.org](mailto:swigley@wheatleypark.org). Full details can be found on our website [here](#). Applications for this post can only be accepted via the MyNewTerm website [here](#). To find out more about the River Learning Trust, please visit [www.riverlearningtrust.org](http://www.riverlearningtrust.org).

**Closing date and time: 9am Monday 1st June 2026**

The school reserves the right to consider and interview candidates ahead of the closing date if appropriate. **An**

**offer may be made to an exceptional candidate in this instance.**

**Interview date: To be confirmed**

The River Learning Trust and Wheatley Park School are committed to safeguarding and promoting the welfare of all children and preventing extremism. The Trust is required to conduct a variety of checks and online searches about you as part of their recruitment process in accordance with Keeping Children Safe in Education guidance. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children.

For all RLT Safer Recruitment Documentation candidates should click on the following link [RLT Safer Recruitment Documents for Candidates](#). Please see our website for up to date policies including our Child Protection and Behaviour Policies.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. For further guidance for applicants click on this link [List of offences that are not filtered](#)

Our staff are expected to maintain high standards of ethics and behaviour, within and outside school, by not undermining fundamental British values including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

**Wheatley Park School, Holton, Oxford, OX33 1QH**

**Tel: 01865 872441**

[www.wheatleypark.org](http://www.wheatleypark.org)



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## CLEANER JOB DESCRIPTION

Post Title:	Cleaner
Hours:	7 hours Weekdays from 3pm
Weeks per year	38 Term time only + the first INSET day of the academic year.
Main Duties:	<p>Under the direction/instruction of senior staff: provide a clean and hygienic school environment which meets specified cleaning standards</p> <p><b>General</b></p> <ul style="list-style-type: none"><li>• Clean all surfaces, fixtures and fittings</li><li>• Clean floors, walls, partitions and internal woodwork as appropriate</li><li>• Clean toilets, changing rooms and other sanitary areas</li><li>• Clean equipment after use</li><li>• Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises</li><li>• Collect and dispose of waste in appropriate manner</li><li>• Clean and maintain waste bins</li><li>• Ensure the maintenance of a clean and orderly working environment</li><li>• Timely &amp; accurate preparation of routine equipment/resources/materials as set out in instructions</li><li>• Undertake basic record keeping as directed</li><li>• Refill and replace consumables</li><li>• Report faulty equipment &amp; other maintenance requirements to appropriate person</li><li>• Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches</li><li>• Ensure lights and other equipment are switched off as appropriate</li><li>• Maintain and arrange orderly and secure storage of supplies</li><li>• Ensure cleanliness of equipment, check for quality/safety - reporting any faults to the Operations and Premises Manager</li><li>• Operate everyday equipment in accordance with instructions</li><li>• Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person</li><li>• Contribute to the overall ethos/work/aims of the school</li><li>• Appreciate and support the role of other professionals</li><li>• Treat all users of the school with courtesy and consideration</li><li>• Promote and ensure the health and safety of pupils, staff &amp; visitors (in accordance with appropriate health &amp; safety legislation) at all times</li></ul>

	<p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>● Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person</li> <li>● Be aware of and support difference and ensure equal opportunities for all</li> <li>● Contribute to the overall ethos/work/aims of the school</li> <li>● Appreciate and support the role of other professionals</li> <li>● Attend and participate in relevant meetings as required</li> <li>● Participate in training and other learning activities and performance development as required</li> </ul> <p>This job description outlines only the minimum expectations of the post-holder and should not limit any member of staff from taking on additional responsibilities and tasks which could positively affect their own, their teams, or the school's development and improvement. The Headteacher may make additional, reasonable requests of colleagues in order to ensure the effective and efficient operation of the school.</p> <p>All staff are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p>
<b>Responsible to:</b>	Premises Manager, Operations Manager, Headteacher
<b>Salary Level:</b>	Grade 3
<b>Additional Duties:</b>	<p>To play a full part in the life of the school to support its ethos and development</p> <ul style="list-style-type: none"> <li>● To comply with all school policies and procedures</li> <li>● To comply with any reasonable request which is consistent with the post</li> </ul>
<b>Safeguarding</b>	<p>Wheatley Park School and The River Learning Trust are committed to safeguarding and promoting the welfare of children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptance references (1 from current/latest employer) and evidence of the formal qualifications required for the role.</p>

April 2023



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## CLEANER SELECTION CRITERIA

	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>● Experience of cleaning in an office/school environment</li> </ul>	<ul style="list-style-type: none"> <li>● Use of industrial/specialised cleaning equipment</li> </ul>
Qualifications/ Training	<ul style="list-style-type: none"> <li>● Good communication skills</li> <li>● Good numeracy/literacy skills</li> <li>● A full and clean driving licence</li> </ul>	
Knowledge/ Skills	<ul style="list-style-type: none"> <li>● Able to work on own initiative, planning and carrying out tasks required, with an eye for detail</li> <li>● Able to work to deadlines and targets</li> <li>● Use of relevant equipment/resources</li> <li>● Flexibility and ability to adapt to change.</li> <li>● Participate in development and training opportunities</li> </ul>	
Personal Attributes	<ul style="list-style-type: none"> <li>● Reliable and highly trustworthy</li> <li>● Possess enthusiasm and be self-motivated</li> <li>● Meticulous</li> <li>● Be able to work well alongside others</li> <li>● Resilience and a sense of humour.</li> <li>● Have excellent references</li> </ul>	
Other	<ul style="list-style-type: none"> <li>● All Training and Support in the role will be provided</li> <li>● A positive attitude to all aspects of Equal Opportunities</li> <li>● Able to project a positive image for the school, promoting the school's vision and ethos</li> </ul>	<ul style="list-style-type: none"> <li>● Understanding of Child Protection and Safeguarding issues</li> </ul>

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