



Waulud Primary School
Applicant Pack

Cleaning Operative





WAULUD
PRIMARY SCHOOL

Waulud Primary School
Waulud's Bank Drive
Marsh Farm, Luton
Bedfordshire LU3 3LZ

Tel: 01582 593469
Fax: 01582 565151
Email: admin@wauludprimary.co.uk
Website: www.wauludprimary.co.uk
Headteacher: Mrs A Devereux

Advertisement

Job Vacancy

Cleaning Operative - Start ASAP

Salary:	LI SCP3 (FTE) £24,796 gross per annum - Actual £6,443 gross per annum (£12.85 per hour) * Please be advised that the salary and hourly rate of pay will be increased in accordance with the new National Joint Council (NJC) pay scales; specific figures will be confirmed once the final calculations are complete
Job type:	Permanent
Working Pattern:	10 hours a week, 50 weeks per year
Hours of work:	15:30pm - 17:30pm (Monday to Friday)

About the job

We take great pride in our school environment and are looking for a Cleaning Operative to assist in the cleaning of the school helping to maintain a healthy and safe environment at all times.
Availability to work during the school holidays is essential for this role.

We will offer you

A vibrant, happy school
A strong & supportive Leadership Team and enthusiastic, knowledgeable and dedicated staff
Excellent professional development
A welcoming environment
Well behaved pupils with a desire to learn

If you are interested, please apply at: www.mynewterm.com or you can collect an application form, job description and personal specification from the school office.

Applicants for this public facing post will need to demonstrate the ability to converse, fluently in spoken English.

Please call 01582 593469 or email hr@wauludprimary.co.uk to make an appointment to visit the school.

Closing date: Midnight Sunday 20th September 2026

CV's will not be accepted for any posts based in school. The school is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employment and the Disclosure and Barring Service (DBS)

We reserve the right to close this vacancy early if a suitable candidate is found



WAULUD
PRIMARY SCHOOL

Waulud Primary School
Waulud's Bank Drive
Marsh Farm, Luton
Bedfordshire LU3 3LZ

Tel: 01582 593469
Fax: 01582 565151
Email: admin@wauludprimary.co.uk
Website: www.wauludprimary.co.uk
Headteacher: Mrs A Devereux

Letter from the Headteacher

Thank you for your interest in the role of Cleaning Operative at Waulud Primary School.

Waulud Primary School is a very friendly, welcoming and hardworking school, where the enthusiastic and positive attitude of all staff make it a great place to work.

It is a two-form entry school with a culture of High Aspirations for all pupils and staff. Our Ofsted inspection in March 2024 graded the school as "good".

The Inspectors noted that

'The school's strong values provide children with a very nurturing, caring environment.'

'Teachers help pupils see the relevance of their learning by adopting a themed or topic approach to pull subjects together. Lessons are brought to life by visits and visitors to the school.'

'You and your staff have ensured that the school is inclusive.'

'All current leaders and governors undertake their duties with care. Staff are suitably trained, referring to the latest government guidance.'

Following a recent visit, the IQM (Inclusion Quality Mark) assessor noted:

'You should feel proud of the safe haven you have created at your school and the wonderful dedication and commitment from all staff towards the common goals you are working towards.'

'The obvious desire of the whole team to offer the children and families a welcoming, supportive, inclusive environment and aspirational opportunities is impressive.'

The successful candidate will join our staff team at an exciting time in the school's development, as we continue with our ambition and determination to improve outcomes for our pupils.

The school has over 400 pupils and a good reputation for supporting them to develop positive learning behaviours. With strong ties to the local community, our dedicated staff team make a difference to every child and have high aspirations for all. Challenging them to aim high and take a real pride in who they are and what they desire to achieve.

To apply for the post

When completing your application, please complete the form providing full details of your education and employment history, including any unpaid or voluntary work.

Please note: You must provide 2 referees one of which must be current/most recent employer and preferably from where you were engaged in a role that involved working with children. If you have not been in paid employment, please give details of two heads of any education or training establishments.



WAULUD
PRIMARY SCHOOL

Waulud Primary School
Waulud's Bank Drive
Marsh Farm, Luton
Bedfordshire LU3 3LZ

Tel: 01582 593469
Fax: 01582 565151
Email: admin@wauludprimary.co.uk
Website: www.wauludprimary.co.uk
Headteacher: Mrs A Devereux

or managers of any voluntary group that you have worked for. References from a friend or relative will not be accepted

The closing date for applications is *Midnight Sunday 20th September 2026* applications will not be considered.

You will be notified as soon as possible if you have been shortlisted for the post.

Please note that you will be required to produce original documents proving your eligibility to work in the UK and identity (document containing a photograph e.g. driving licence or passport) Issues relating to Safeguarding and promoting welfare of children will be explored at interview.

At the point of shortlisting, we reserve the right to contact current or previous employers as part of the verification process and pre-employment checks, unless you have indicated otherwise. As part of this process you may also be asked to explain any gaps in your work history as is declared on your application form and/or from any references received.

Visits to the school are strongly encouraged and a mutually beneficial time can be arranged by contacting the school office. Please contact us at HR@wauludprimary.co.uk or on 01582 593469 and ask for Soraya Blackman.

Once again, thank you for your interest and we wish you every success in your application

Yours Sincerely
Anne Devereux



WAULUD
PRIMARY SCHOOL

Waulud Primary School
Waulud's Bank Drive
Marsh Farm, Luton
Bedfordshire LU3 3LZ

Tel: 01582 593469
Fax: 01582 565151
Email: admin@wauludprimary.co.uk
Website: www.wauludprimary.co.uk
Headteacher: Mrs A Devereux

JOB DESCRIPTION

TITLE: Cleaning Operative

SCHOOL: Waulud Primary

RESPONSIBLE TO: Cleaning Supervisor/Caretaker/Site Agent/Premises Manager

GRADE: LI (SCP 3) FTE gross per annum £24,796 *Actual £6,443 gross per annum** Please be advised that the salary and hourly rate of pay will be increased in accordance with the new **National Joint Council (NJC)** pay scales; specific figures will be confirmed once the final calculations are complete

PURPOSE OF POST:

To maintain a specified standard of cleanliness in the school premises.

ORGANISATION CHART:

Cleaning Supervisor/Caretaker/Site Agent/Premises Manager

|

Cleaning Operative

PRINCIPAL RESPONSIBILITIES:

1. Carry out a range of cleaning operations to prescribed standards as instructed by the Site Agent/Premises Manager or other authorised persons.
2. Use professional cleaning materials and industrial machinery in a safe and economical manner and wear appropriate protective clothing as supplied.
3. Clear and remove rubbish and other items from areas within the cleaning contract
4. Report to the line supervisor, or authorised deputy, issues that are likely to affect the work of a cleaning operative.
5. Ensure that hand tools and equipment are in good working condition and that storage lockers and cupboards of Cleaning Operatives are clean and tidy.
6. Ensure the security of areas at the completion of cleaning duties

DIMENSIONS:

Staffing: None

Finance: None

Physical Resources: Cleaning equipment, protective clothing, industrial chemicals.

CONTEXT:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.



WAULUD
PRIMARY SCHOOL

Waulud Primary School
Waulud's Bank Drive
Marsh Farm, Luton
Bedfordshire LU3 3LZ

Tel: 01582 593469
Fax: 01582 565151
Email: admin@wauludprimary.co.uk
Website: www.wauludprimary.co.uk
Headteacher: Mrs A Devereux

Cleaning operatives work as part of this team in cleaning a variety of buildings within the school. Duties will include cleaning, washing, sweeping, vacuum cleaning, emptying litter bins, polishing and dusting of fixtures and fittings and stripping and resealing of designated surfaces using, where appropriate, the necessary powered equipment, cleaning agents and chemicals (for which appropriate training will be given). Work may require the removal of heavy obstructions including rubbish and furniture, the cleaning of heavily soiled areas and the removal of obnoxious substances and materials (body fluids and other organic substances, and sanitary items) for which special equipment and clothing is provided.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

Physical Effort:

Duties will require the use of physical effort on a daily basis:

- lifting Mop Bucket to fill and empty;
- use of a vacuum cleaner; with some stair work involved;
- occasional bending, stretching and awkward positions required bi annually during periods of Deep Cleaning;
- rotary and other cleaning machines will be used on a minimum of a weekly basis.

Working Environment:

Condition may be dusty and warm.

Sanitary Areas which are open for public use could suffer from user misuse and this can lead to unpleasant conditions.

Physical contact with unpleasant substances. E.g. Body Fluids; Faeces.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

CVs will not be accepted for any posts based in schools.



WAULUD
PRIMARY SCHOOL

Waulud Primary School
Waulud's Bank Drive
Marsh Farm, Luton
Bedfordshire LU3 3LZ

Tel: 01582 593469
Fax: 01582 565151
Email: admin@wauludprimary.co.uk
Website: www.wauludprimary.co.uk
Headteacher: Mrs A Devereux

Person Specification

This acts as selection criteria and gives an outline of the type of person and the characteristics required to do the job.

Essential (E): - without which candidate would be rejected

Desirable (D): - useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience			Experience of industrial/public cleaning services.	1,2
			Experience of working in a school environment.	1,2
Skills/Abilities	Able to read or follow instructions on the use of cleaning materials	1,2,	Able to use industrial cleaning machinery, ie., Wrangler Scrubbers/Buffers/Polishers	1,2
	Able to attain a consistent specified standard of cleaning.	1, 2,5		
	Able to organise own time to meet individual work schedules.	1,2		
	Able to work positively as a member of a team	1,2		
Competencies	Able to form appropriate relationships with young people	1,2		
Equality Issues	Have some understanding of the effects of discrimination on providing services and on the people, you are working with.	1,2		
Specialist Knowledge			BICSc Cleaning Operatives Proficiency Certificate in 40+ Tasks	4
Education and Training	Willing to be trained in cleaning tasks as required.	1,2		



WAULUD
PRIMARY SCHOOL

Waulud Primary School
Waulud's Bank Drive
Marsh Farm, Luton
Bedfordshire LU3 3LZ

Tel: 01582 593469
Fax: 01582 565151
Email: admin@wauludprimary.co.uk
Website: www.wauludprimary.co.uk
Headteacher: Mrs A Devereux

Other Requirements	Able to lift and carry heaving cleaning equipment, furniture, rubbish.	1,2		
	Wear personal protective equipment as supplied.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

'CVs will not be accepted for any posts based in schools.



WAULUD
PRIMARY SCHOOL

Waulud Primary School
Waulud's Bank Drive
Marsh Farm, Luton
Bedfordshire LU3 3LZ

Tel: 01582 593469
Fax: 01582 565151
Email: admin@wauludprimary.co.uk
Website: www.wauludprimary.co.uk
Headteacher: Mrs A Devereux

About Waulud Primary School

History of Waulud Primary School

Waulud Primary School has been providing Education to children for over 25 years. We are in the heart of the community, a welcoming oasis where our pupils are at the heart of everything

Annual intake

We can cater for an annual intake of up to 60 children

Outside Space

We are very fortunate to have pleasant grounds with large versatile and open spaces

School Vision

We all work together to provide safe, inclusive learning environment where all are valued, respected and achieve their very best. Any challenges are met with determination and welcomed as opportunities to flourish and grow



Capacity

We have a capacity to provide education for up to 420 plus children in our Nursery

Classrooms

The school has 14 classrooms: a nursery class, 2 halls, an immersive room and a number of group rooms and resource areas

School Values

The schools strong values of 'Pride, Respect, Inclusion, Determination and Encouragement' have the support of all our staff and provide the children with a very nurturing and caring environment