

WALTON LEDALE  
HIGH SCHOOL



**Cleaner**  
**15hrs (3pm – 6pm)**

**Job Application pack**

Dear Applicant

Thank you for your interest in the post of Cleaner at Walton-le-Dale High School from as soon as possible. I hope that our website [www.wldhigh.co.uk](http://www.wldhigh.co.uk) will give you a good overall “flavour” of the school.

Walton-le-Dale is a relatively small school which gives us a distinctive atmosphere. Many visitors comment on the warmth and friendliness of the school. It is a school where the students and staff know each other well. Our smaller size allows us to see each child as an individual and to cater for them individually. We are proud to be one of only a few secondary schools in Lancashire with the Inclusion Mark, achieved in 2008 and renewed many times since. We currently have Flagship status for the Inclusion Mark, and this reflects the importance of this to our ethos.

This is, and will continue to be, a student-centred school. Everything we do must have the interests of our students at the heart of it. The strengths of Walton-le-Dale lie in the relationships within the school. Our challenge is to ensure that we make use of these strong relationships to get the best out of our students in terms of achievement. A great education is more than exam results and I believe our success is also reflected in the way our students turn out after 5 years at Walton-le-Dale. Everyone in the school works hard to make this happen.

Our students come from a wide catchment area. Around a third of the students come from the Blackburn area, whilst the rest are local or from the Preston area. We have a large number of feeder schools. We are truly a comprehensive school, with a mixed ability intake. It is noticeable that we have a significant number of students who join the school late. These are often vulnerable students with a wide range of educational, social, and emotional needs. We believe they are attracted to us because of the quality of care and learning support that we offer. We place a strong emphasis on trying to deliver a curriculum which is relevant and appropriate to our students. The school offers Key Stage 4 students a wide variety of options for a relatively small school. These curriculum developments are matched by a very strong focus on teaching and learning as part of our current school improvement plan.

There is a strong team of staff across the school – all staff, not just teachers. They are incredibly supportive of each other, both in a personal and professional sense. Lesson planning is often shared and cross-department sharing of expertise is also common. Our team of pastoral and learning support staff is exceptionally strong, with HAL’s responsible for our Houses across the school. We have a team of 10 teaching assistants at various levels and we are extremely proud of the work that we do to support our students based on need. Individual continuing staff professional development is a strong focus for us, underpinned by a core belief that individuals matter and that the strength of any school is based on the quality of its staff.

I have been recently appointed as Headteacher and have found the students and staff most welcoming. The school really does have a family feel, with a very supportive staff team and has great capacity for further improvement. This is a school where you can make a real difference and have a significant impact. If you believe you have the energy and drive to help us improve our provision further, we would love to hear from you.

Best wishes



Paul Lamoury  
Headteacher



# Cleaner



Thank you for showing an interest in this vacancy at Walton-le-Dale High School, part of the Aspirational Futures Multi Academy trust family of schools. Here at Aspirational Futures Multi Academy Trust we firmly believe that providing the best possible working environment for our staff leads to the best possible outcomes for our students.

The founder school in our trust, which opened in February 2023, was Parklands High School. Gillibrand Primary School, Balshaw Lane Primary School and Walton le dale High School joined us the following academic year. Highfield Primary School is the latest school to join our trust from 1<sup>st</sup> September 2024, and as a newly established trust, we are at the beginning of an exciting journey, and we are looking forward to deeper collaboration within our family of schools and beyond.

In our trust we place enormous emphasis on professional development, underpinned by research, for our staff. We aim to ensure our students finish their education with us as well-rounded, well-grounded individuals who will make a positive contribution to society, which is partly achieved by ensuring our workforce is professionally challenged and supported by comprehensive CPD programmes. We are not, however, an exams factory, as successful individuals must also be equipped with the skills and qualities necessary in today's global society. Our personal development programmes along with an abundance of opportunities for student leadership and extra-curricular activities result in compassionate, open-minded and inquisitive young people who are willing and able to make a difference.

Staff in our trust benefit from:

- a culture that actively promotes a positive work-life balance
- a culture that promotes well-being initiatives
- access to UK Healthcare (<https://www.ukhealthcare.org.uk/>) helping staff with the cost of everyday health expenses such as visiting the opticians, paying for glasses, dental treatment and even paying for prescriptions, up to agreed policy limits. Employees can also claim an allowance for hospital admissions, whether NHS or private, access telephone counselling services and receive a discount on gym membership to keep them fit and motivated for work.
- opportunities to participate in extra-curricular activities and school trips
- an open-door policy, allowing any colleague to speak with a member of the Senior Leadership Team without an appointment
- excellent relationships between the Trade Unions and the trust schools

Thank you again for taking the time to read this application pack, which, along with the school's and the trust's websites, will have inspired you to apply for the advertised post.

Kind regards,

Steve Mitchell  
Chief Executive Officer



# Job Description

**Post Title:** Cleaner  
**Reporting To:** Headteacher / Site Manager / Site Supervisor  
**Closing Date:** Monday 24<sup>th</sup> February 2025 at 9am; Interviews: Tuesday 25<sup>th</sup> February 2025  
**Required:** ASAP  
**Grade:** Grade 3 SCP 3-4 (£24,027-£24,404) (Actual Salary £8,886-£9,026); Term-time only plus 3 weeks

Walton-le-Dale is a very distinctive school. Many visitors comment on the warmth and friendliness and the strong relationships between students and staff. Our smaller size allows us to see each child as an individual and to cater for them individually. This is, and will continue to be, a student-centred school. Everything we do must have the interests of our students at the heart of it. In order to make the best provision for our students we recruit and develop exceptional staff.

## Job Purpose – The main objectives to be achieved by the Postholder

Under the direction and instruction of the Site Manager/Site Supervisor, to undertake the cleaning of designated areas within the School premises to ensure that they are kept in a clean and hygienic condition, to the agreed quality standards.

Main Activities	What the postholder will actually do What prescribed duties the postholder will have
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### Cleaning

- Cleaning including closure cleaning during the summer break;
- Sweeping, vacuum cleaning and mopping of floors;
- Emptying litter bins;
- Polishing and dusting of surfaces and fixtures and fittings;
- Cleaning of changing rooms, toilets and shower facilities, including replenishment of paper towels, toilet rolls and other disposables;
- Using appropriate powered equipment e.g. floor buffer - training will be provided;
- To notify line management or other Senior member of staff, of any damage to buildings and equipment or anything you see that may be dangerous to pupils or staff;
- To inform Site Supervisor of matters requiring attention e.g. light bulb replacement, blocked toilets etc;
- To inform Site Supervisor when there is low stock of cleaning materials and other disposables etc;
- To undertake training in the correct use of cleaning equipment as appropriate;
- Additional cleaning for one-off occasions i.e. Open Evenings, Visits etc.

### General

- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures;
- To participate in the School's appraisal scheme where appropriate;
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

## Notes

In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

### Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### Safeguarding Commitment

This school is committed to safeguarding and protecting 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 the Enhanced Disclosure process via the DBS



# Walton-le-Dale High School : An Academy

## Person specification form

<b>Post title:</b> Cleaner	<b>Grade:</b> Grade 1	
	<b>Post number:</b> N/A	
<b>Establishment or team:</b> Walton-le-Dale High School – An Academy		
<b>Requirements (based on the job description)</b>	<b>Essential (E) or desirable (D)</b>	<b>To be identified by: application form (AF), interview (I), test (T), or other (give details)</b>
<b>Qualifications</b>		
<b>Experience</b>		
Experience of working as a cleaner	D	A/I
Experience of using powered equipment (e.g. floor buffer)	D	A/I
<b>Knowledge, skills and abilities</b>		
Ability to work as part of a team	E	A/I
Flexible attitude to work	E	A/I
Ability to work in an organised and methodical way	D	A/I
Awareness of Health & Safety issues	D	A/I
Awareness of CoSHH	D	A/I
Good interpersonal skills	E	I
Positive approach to customer care and service delivery	E	I
Commitment to undertaking relevant training and development	E	I
<b>Other</b> (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
4. Willingness to work occasionally outside of contracted hours (e.g Parents evenings, lettings etc)	E	I
<b>Note: We will always consider your references before confirming a job offer in writing.</b>		

## How to Apply

Walton-le-Dale is committed to the safeguarding of all students. The successful candidate will be required to undertake the Enhanced Disclosure process via the DBS.

Please consult the application pack for further information, available at <http://www.wldhigh.co.uk/>

Completed application forms should be produced using this link: [Cleaning Assistant](#).

*Please note, we reserve the right to withdraw this vacancy at any time and regret we are unable to contact individual applicants who may be unsuccessful.*



# Walton-le-Dale High School : An Academy

## PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfil the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Headteacher/Head of Service/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

### CONFIDENTIAL

Establishment/School	Walton-le-Dale High School – An Academy
Post title	Cleaner
Description of main activities the employee will be required to undertake; Cleaning of classroom, dining areas, corridors toilets offices etc.	
Form completed by: (print name) C Slater	

### **A. The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.

		YES	NO
1	Work at heights (e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Work in excessively noisy environments above statutory control limits (Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Work in unusual environmental conditions (e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Some contact with hazardous substances (e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Work with lead or lead-based products (e.g. some paints).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Food handling/preparation (of raw or uncooked food only).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Occupational fieldwork or work in extreme conditions (e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**B. The job to which this form refers will or may involve one or more of the following activities.**

**This section is for the information of applicants and does not facilitate a referral to Occupational Health.**

		YES	NO
11	Face to face contact with the public/service users (e.g. at sensitive front line posts re abuse, aggression, assault).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Working in isolation/lone working.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	Work with electrical wiring (e.g. colour blindness).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (e.g. risk of weils disease, other animal borne diseases, zoonoses).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Manual handling (other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Working with vulnerable service users (e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18	Work involving repetitive movements or forced posture (e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	Work as a regular display screen user (where more than $\frac{1}{3}$ of a person's time is spent using DSE continuously over any 1 month period).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

<b>Head of Service/Line Manager/ Headteacher (please print)</b>		<b>C Slater – Chief Operating Officer</b>	
<b>Signature:</b>			
<b>Telephone Number:</b>	<b>01257 264596</b>	<b>Date:</b>	<b>22/10/2024</b>

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028/03/2017
Agreed/prepared by: VC