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| BL_LOGO | Stapeley Broad Lane CE Primary School  Broad Lane  Stapeley  NANTWICH  Cheshire  CW5 7QL |
| Headteacher: Mrs J Holden | Tel: 01270 906124 |

September 2025

Dear Applicant

**Cleaning Operative**

We are excited to announce an opportunity to join Stapeley Broad Lane CE Primary School as a Cleaning Operative x1 permanent and x1 temporary posts are available.

We are very proud of our school and believe in fostering a love of learning and providing a nurturing environment, where children feel safe, happy, and ready to learn, and we are looking for a colleague who will support our ethos, who is enthusiastic and who enjoys working within a team.

We are a semi-rural, one-form entry school - this gives us a real family feel where everybody knows and cares about each other. As a staff, we pride ourselves on knowing our children and families very well and creating a curriculum and wider opportunities that are fully inclusive and meet everyone's needs. We are ambitious and want the children in our care to be aspirational and mindful learners, teaching them learning strategies so that they develop a genuine love of learning. Every child is special here, and we get to know and value all their little quirks and characteristics.

For any enquiries, please contact the HR shared services team on 01270 625663 or [hr@thecornoviitrust.org](mailto:hr@thecornoviitrust.org).

All posts are subject to enhanced disclosure procedures and pre-employment checks. Thank you for considering this opportunity.

Yours sincerely

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Mrs J Holden

Headteacher

**Cleaning Operative**

**Stapeley Broad Lane CE Primary School**

£12.65 per hour - Grade 2

12.5 hours per week

3:30 pm to 6:00 pm (Monday to Friday)

+ Pension Scheme (LGPS)

+ The Cornovii Trust Employee Assistance Programme

+ Comprehensive induction programme & continued support

Required As soon as possible 2025

Closing Date: Monday 22nd September 2025 at 12pm

Interview may take place prior to the closing date depending on applications received.

**Job Description**

**Cleaning Operative**

**School Ethos**

Enthusiasm for and commitment to the achievement of the school’s/trusts overall vision for success at all levels.

* Motivation to work with children and young people.
* Ability to build and sustain professional standards, relationships and personal boundaries with children and young people.
* Ability to contribute towards creating a safe and protective environment.
* Commitment to maintaining high standards and expectations.
* Commitment to contributing to school life as a whole.
* Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students.

**Job Purpose**

To carry out cleaning in allocated areas.

**Reporting to:** Headteacher

**Main Areas of Responsibility**

* Cleaning and sanitising parts of the school as allocated, including classrooms, offices, corridors, stairs and toilets.
* Vacuuming, wiping, dusting and mopping.
* Cleaning toilets, basins, tiling and glass areas.
* Emptying bins in allocated areas.
* Disposing of waste as instructed.
* Use of machine cleaning equipment as appropriate.
* Safe storage and use of materials.
* Replenishment of washroom stocks/hygiene supplies.
* Minor maintenance tasks.
* To comply with Health & Safety regulations and guidelines, and undergo training as required. To report Health & Safety issues to line manager/cleaning supervisor
* To check, close windows, doors and turn off lights.

**General Requirements**

* To adhere to the school/trust corporate standards, policies, systems and procedures in relation to Safeguarding and Child Protection, and Health and Safety.
* To set a personal example that contributes to the positive ethos of the school/trust.
* To be committed to the life of the school and to support its distinctive mission and ethos.
* To behave at all times in accordance with the school/trust values.
* To agree annual performance targets with line manager.
* To promote the school/trust favourably in the community.

**Rewards and Benefits**

Our people are at the heart of our success. We recognise that every school and every individual is of equal importance, we respect and have tolerance of all, and we ensure that everyone feels known, appreciated and valued.

**You will also have full access to our rewards package:**

**Learning and development**

We offer a wide range of training and development opportunities including structured qualifications, and you will be able to access support, coaching and mentoring by senior members of staff from across the trust.

**Competitive pension scheme**

Support staff are part of Cheshire pension fund (LGPS) You receive a guaranteed pension through the Local Government Pension Scheme. The fund provides you with a guaranteed future income.

The LGPS is provided by your employer who pay a large part of the cost for providing the excellent range of benefits. It is a valuable part o the pay and reward package or employees working in local government or working for other employers participating in the scheme.

**Employee Assistance Programme**

We have partnered with Legal and General to offer free and confidential to advice to our staff. This is available 24 hours, 7 days per week for you and your immediate family. Some of the services include support with family, financial information, legal advice, stress and anxiety, and bereavement. You will also have access to 'in the moment' counselling sessions.

**Discounts on shopping, leisure, and travel**

Through our Legal and General EAP our staff have access to a wide range of offers and discounts on high street and supermarket shopping, leisure facilities such as cinema and gym, and travel options such as holidays and hotel stays.

Reduced gym membership at ‘The Barony’ fitness centre in Nantwich.

**Flu vaccinations**

All staff have the option to access their annual flu vaccination via a local pharmacy.

**Important**

The Rehabilitation of Offender Act

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be required to apply for an enhanced DBS certificate. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children’s barred list held by the DBS.

Amendments to the Exceptions Order 1975 (2013, 2020 & 2023) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or visit <https://unlock.org.uk/advice/what-will-be-filteredby-dbs/>.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this selfdisclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trust’s privacy statement.

Person Specification:

**Cleaning Operative**

**Knowledge & Experience – Essential**

* General Education

**Knowledge & Experience – Desirable**

* Previous experience of working in a similar role in a school.

**Skills & Abilities - Essential**

* Commitment to providing a high level of service.
* Good communication skills and the ability to follow instructions.
* Good time management, reliable and punctual.
* Well organised and self-motivated.
* Able to take initiative and work without supervision
* Flexible approach to work.
* Ability to work as a team player.
* Physically able to undertake necessary tasks.

**Personal Qualities - Essential**

* Willingness to work hard.
* Enthusiasm to promote a positive school/trust image to the local community.

Logo, company name

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**About the School**

Stapeley Broad Lane CE School is proud to be part of the Cornovii Trust.

The Cornovii Trust The Trust currently consists of 7 local schools: Alsager Highfields Primary; Alsager School; Audlem St. James CofE Primary; Brine Leas School; Pear Tree Primary and Weston Village Primary. We are a local trust providing support for local schools, children and families. The Cornovii Trust is built on 6 core principles: Collaboration, Excellence, Child Centered, Inclusivity, Equality & Community

We are very proud of our school and believe in fostering a love of learning and providing a nurturing environment, where children feel safe, happy, and ready to learn.

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We are ambitious and want the children in our care to be aspirational and mindful learners, teaching them learning strategies so that they develop a genuine love of learning. Every child is special here, and we get to know and value all their little quirks and characteristics.

At Stapeley Broad Lane School, we aim high. Our pupils are:

**S**uccessful and ambitious

**B**old in actions

**L**oving in relationships

Our school is an exciting and engaging place to learn, where children are nurtured and encouraged to explore their interests. We aim to build children's confidence and self-esteem so that they feel able to take risks and succeed in all areas of school life.

We want them to enter the wider world as:

* Confident and positive individuals with an understanding and knowledge of Christian values based on a developed sense of spiritual awareness
* Responsible citizens who make a positive contribution to society
* Adaptable individuals in an ever-changing world
* Life-long learners who achieve their maximum potential

We aim to provide excellent learning experiences, and we want the children to achieve the very best that they can. We offer a wide range of learning opportunities, including extracurricular activities that promote creativity, critical thinking and personal growth.

We are a church school and have very close links with St Chad's Parish church in Wybunbury.

Our school is not only a place of learning but also a community, where parents, teachers and children work together to create a supportive and inclusive environment. We believe the partnership between home and school is essential in promoting and supporting children’s success.

We are committed to creating a safe and welcoming school where every child can thrive, feel valued and respected.