

Cleaner

Candidate Pack

Salary: MAT 1 –SCP 2 £24,413 FTE (£8,247.66 Pro Rata)

Contract Type: Permanent

Contract Term: All year round—12.5 hours per week

Location: The Heath School,
Clifton Road,
Runcorn,
WA7 4SY



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Closing Date

30th September 2025

At The Heath School, we care for our staff, as we care for our students, their health and well-being are paramount as we understand the pivotal role our staff play in the development of our school and its students. Our staff work incredibly hard but equally, we work hard to ensure their work is as effective as possible.

We are seeking a dedicated cleaner who will be responsible for providing a clean, health and safe environment to support the school's aim to provide a high-quality education for all students.

Our school sits in the heart of the community of Runcorn and has been an extremely popular choice for students and parent/carers for many, many years. We are oversubscribed with 1200 students on roll. We have consistently been the highest performing school in the area, outcomes have been extremely positive and are in line or above national average and students have moved on to achieve their aspirations. However, we do not pride ourselves only on our academic performance but on our student-centred approach and the range of opportunities we provide our students through our curriculum and through our extra-curricular offer. That is The Heath Standard.

About The Heath Family Trust

Our school is a member of the Heath Family Trust alongside seven schools across the north west. We are highly collaborative and supportive of each other. Continuous professional development is driven by the Trust and we have a strong offer for staff at all stages of their development. We are part of a local strategy focussing on increasing choice and diversity in education encompassing innovative approaches to curriculum, teaching and learning, leadership and management. We place an emphasis on talent management, developing leaders and enhanced professional development for all staff.

The Heath Family (NW) is committed to safeguarding and promoting the welfare of children, and we will check the suitability of staff to work with children. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable).

Job Description

Summary of the main aspects of the post

- The job holder will be expected to work under the direction of the School Business Manager / Site Manager / Caretaker. They will also be expected to work on their own initiative and without direct supervision.
- The job holder is expected to have flexibility of movement to work in any area of the school.
- On a daily basis manage time effectively, prioritise work impartially, and complete all allotted tasks.
- The job holder must be aware of their responsibility for personal health, safety and welfare and that of others who may be affected by their actions or inactions paying particular attention to heating, lighting, fire precautions, cleanliness and the prompt reporting of any hazards.
- Co-operate with the employer on all issues of health and safety.
- To set a good example in personal presentation, attendance and punctuality.
- Undertake training as identified by performance reviews.

Specific duties related to this post

- To assist in making the school a clean, healthy and safe environment for all.
- To be responsible for cleaning designated areas of the school as directed by the Site Manager and/or Caretaker/SBM.
- Maintain the stock of cleaning consumables and equipment in a safe and tidy manner.
- Use all cleaning equipment safely and correctly and in accordance to standard operating practice.
- Contribute towards the arrangements for securing the premises.
- Switch off all unnecessary lights and appliances at the end of cleaning an area.
- Never clean (mop) floors with pupils or staff present in the room and always display appropriate signage with regards to wet, slippery surfaces.
- Report all damage immediately to the Site Manager and/or Caretaker/SBM.
- Assist with cleaning of furniture e.g., for Academic Review Days, Open Evenings etc.
- Ensure that all fire safety doors are closed at the end of each shift.

All Cleaners are required to undertake any other duties as may be assigned from time to time, which are commensurate with the grade of the job.

The Heath School is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

This job description sets out the main duties and responsibilities of the post and may be subject to amendment or modification at any time after consultation with the post holder.

It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holders' professional responsibilities and duties.

Person Specification

Criteria	Details
Qualifications & Experience	- No specific educational qualifications required
	- General cleaning experience is desirable
Skills & Knowledge	- Able to undertake a range of manual cleaning activities
	- Ability to maintain high standards of cleanliness in accordance with specified rotas
	- Ability to work in an organised and methodical manner
	- Ability to use own initiative
	- Ability to work effectively and supportively as a member of the school team
	- Ability to take personal responsibility for standard of work carried out
Personal Qualities	- Smart appearance
	- Willingness to clean any area of the school as requested by the Caretaker and/or Head of School
	- Willingness to take personal responsibility for standard of work carried out
	- Willingness to participate in training and development relevant to the post or required for Health & Safety
	- Willingness to maintain confidentiality on all school matters
	- Willingness to work flexible hours on occasions
DBS	This post requires DBS clearance and is subject to Enhanced clearance from the Disclosure and Barring Service as well as a range of other safeguarding checks.
Rehabilitation of Offenders Act 1974	The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered “protected”. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. You are not required to provide details of criminal convictions at application stage, however if shortlisted for interview, you will be asked to supply further information, which will include spent convictions.
Online Searches	Any candidate selected for shortlisting, will be subject to an online search as part of our due diligence. Online searches do not form part of our shortlisting process, however any issues of concern that come up during an online search may be discussed with the candidate at interview.

How to Apply

Applicants must have relevant qualifications and experience related to this role, please ensure that you meet the person specification before applying.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We ask that you do not send CVs. Please email your completed application to recruitment@theheathfamily.org.uk

Application closing date: 30th September 2025

Shortlisting Date: 1st October 2025

Interview Date: 9th October 2025

About the Trust



Our work at The Heath Family Trust is rooted in our mission, our values and in a commitment to giving our pupils the best start in life. We collectively hold ourselves and each other to the highest standards. You will thrive in an environment that values **clarity** in communication and purpose, fosters **collaboration** across all levels, and champions a culture of **accountability**.

Academic rigour is our priority. We achieve this by ensuring our work is thorough and of the highest intellectual integrity.

✓ WHY WE EXIST: A SHARED PURPOSE

To empower our children to overcome barriers, be able to compete with the best, and shape the future.

✓ HOW WE BEHAVE: THE HEATH FAMILY VALUES

With kindness: we look out for each other.

With integrity: we do the right thing.

With tenacity: we do what it takes.

✓ WHAT WE DO

We lead schools in the North West to maximise attainment and nurture confident, resilient and compassionate individuals.

We Offer:



- ✓ An opportunity to work in a values driven organisation and be part of a welcoming and dedicated team
- ✓ Support and training so that you can flourish in your role
- ✓ Recognition of the importance of a work life balance and employee wellbeing
- ✓ Car lease scheme
- ✓ Cycle to work
- ✓ Appropriate pension scheme
- ✓ Employee Assistance Programme (EAP)

