

Job Vacancy Pack



Cleaning Operative

Audlem St James Primary School

Grade 2 £12.65 (per hour)

20 hours per week

40 weeks per year (term time)

+ Pension Scheme (LGPS)

+ The Cornovii Trust Employee Assistance Programme

+ Priority admission for children of staff

+ Comprehensive induction programme & continued support

Required for December 2025

Closing Date: 15th December 2025



Audlem St James
C of E Primary School

November 2025

**Letter from the Head
Cleaning Operative**

Salary within the range: Grade 2 £12.65 (per hour)

Dear Applicant

Thank you for your interest in joining our wonderful team at Audlem St James'. We are delighted that you are considering applying for the role of Cleaning Operative, and I'd like to take this opportunity to share a little more about our school and the vital part this role plays in our community.

At Audlem St James', we pride ourselves on being a nurturing, inclusive, and forward thinking school where every child is encouraged to flourish both academically and personally. Our staff are passionate, dedicated, and work collaboratively to create a safe and inspiring learning environment. As a Cleaning Operative, you would be joining a team that truly values the contribution of every member.

We are looking for a committed and enthusiastic individual to join our vibrant primary school community. This role is an integral part of our team, where collaboration and mutual support are at the heart of everything we do. You will contribute to creating a positive, welcoming environment that enables pupils to thrive and staff to work effectively together. If you are reliable, proactive, and passionate about making a difference, we would love to hear from you.

You will be joining a school where every member of staff is valued and supported. We believe in investing in our team, and you will have access to ongoing professional development opportunities, regular staff meetings, and a collaborative environment where your ideas and contributions are welcomed.

Our children are at the heart of everything we do. They are curious, kind, and full of potential. We are proud of the respectful and inclusive culture we have built, and we are looking for someone who shares our commitment to helping every child feel safe, happy, and ready to learn

Warm regards,



Andy Perry

Headteacher

Audlem St James' CE Primary School



Job Description: **Cleaning Operative**

Main Areas of Responsibility

To carry out cleaning in allocated areas.
Reporting to: Cleaning Supervisor.

Operational/Strategic planning

- 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, 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

Other services

- To comply with Health & Safety regulations and guidelines, and undergo training as required
- To report issues and Health & Safety issues to line manager/Cleaning Supervisor
- To check closed windows doors and turn off lights

General information

- To adhere to the school's 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
- 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's values
- To agree annual performance targets with Line Manager
- To promote the school favourably in the community

Job Vacancy Information

School Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post, in any location within the school site/s and in accordance with the School's Flexibility Policy
- To engage actively in the performance review process, addressing appraisal objectives set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the school.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend school events such as open evenings.
- To actively promote the School and Trust corporate policies.
- To adhere to the school's Staff Code of Conduct and the Dress Presentation Code.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DFE Guidance 'Keeping Children Safe in Education' and the school's Child Protection policy.
- To be aware of and to comply with all school and Trust policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Employees must comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

The job-holder will ensure that school policies are reflected in their work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) General Data Protection Regulations (2018)
- 4) Safeguarding Children

This job description will be reviewed where necessary 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; it sets out the expectations of the school in relation to the post holder's professional responsibilities and duties.

Audlem St James
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Audlem CW3 0HH
www.audlemstjames.org.uk
01270 906283

Any Questions?
admin@stjamesaudlem.cheshire.sch.uk



The Cornovii Trust



Audlem St James
C of E Primary School

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 self-disclosure 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**

Qualifications, Knowledge & Training – Essential

- General Education

Qualifications, Knowledge & Training – Desirable

- Previous experience working in a similar role in a school.

Experience– Essential

- Willingness to work hard
- Enthusiasm to promote a positive school image to the local community
- Commitment to providing a high level of service
- Good communication skills and 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 team player
- Physically able to undertake necessary tasks

Information for Applicants

About the School

Audlem St James' CE Primary School is proud to be part of the Cornovii Trust.

Audlem St James' is located in a Audlem village, a few miles from Nantwich, South Cheshire, caters to students aged 4-11 and has approximately 180 pupils enrolled.

We believe education is a partnership between school, home, the church and the community and for that reason we encourage the participation of parents/ carers in the learning process and in school life. At our school we are committed to creating a safe, enjoyable, stimulating and creative environment for all of our children to flourish in.

Our staff, Governors and families work together to strive to ensure that the primary years are a positive, rewarding experience for all of our children.

We are proud of our 'rich and varied range of learning experiences' and the 'good relations between pupils and with adults' that OFSTED commented on in our last inspection.

Our aim is for our school to be a wonderful place to learn and grow together.

Together we learn, play and pray

Our School Council worked with staff and Reverend Allison to decide on a Bible Quotation that summarises the ethos in our school and they decided on:

'Let Your Light Shine' Matthew 5:16



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; Stapeley Broad Lane CofE 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.

