



**Wood Bank School**

From strong roots we grow and blossom

# School Cleaner

Recruitment Application Pack

## TABLE OF CONTENTS

<b>Section</b>	<b>Page</b>
Welcome Message	3
Advert	4
Job Description	5
Person Specification	6
Safer Recruitment	7
Shortlisting/Interview & Assessment	8

# WELCOME MESSAGE

Dear Applicant,

I would like to take this opportunity to thank you for expressing an interest in applying for the School Cleaner vacancy at Wood Bank School.

Our school is a thriving primary special school based in Calderdale that caters for 141 pupils with an extensive range of special education needs. We are driven by our strapline statement: *"From Strong Roots We Grow and Blossom"* and as a result we actively seek committed and positive people to join our team.

Wood Bank is committed to safeguarding and promoting the welfare of children and young people. Safer recruitment practices will be undertaken before any appointment is confirmed, please refer to the enclosed information further in this pack.

Please read the instructions for applying carefully and complete the application form in full. If you require special arrangements during the recruitment process, please contact the school to discuss further.

If this opportunity is of interest, I look forward to receiving your application.

Kind Regards,

**Karen Muscat-Baron**  
Director of People



**Wood Bank School**  
From strong roots we grow and blossom

📍 Wood Bank School, Dene View, Halifax, West Yorkshire, HX2 6PB  
🌐 [www.woodbank.calderdale.sch.uk](http://www.woodbank.calderdale.sch.uk)  
☎ 01422 884 170

## ADVERT

**Position:** Cleaner

**Contract:** Permanent

**Required:** With immediate effect

**Salary:** Scale 1b

**Hours:** 15:00 – 18:00 (15 hours per week) plus 10 additional days

We currently have a vacancy for an enthusiastic, hard-working person to join our cleaning team.

**The successful candidate will:**

- Be a great team player with a range of interpersonal qualities
- Take pride in the quality of work
- Be flexible and able to respond to the needs of the Premises Team

**Our school can offer:**

- A friendly and dedicated team ethos
- High quality professional development opportunities
- A positive culture that promotes staff wellbeing

Applications are invited from prospective candidates who can demonstrate they meet the essential criteria set out in the person specification.

**Closing Date:** **Friday 13<sup>th</sup> March 2026**

**Interviews will take place:** **Thursday 19<sup>th</sup> March 2026**

Please visit our website for up-to-date information, or phone us on number below if you have any questions or would like to arrange a tour of the school.

Wood Bank School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.

**Address:** Wood Bank School, Dene View, Halifax, West Yorkshire, HX2 6PB

**Tel:** 01422 884170

**Email:** [admin@woodbank.calderdale.sch.uk](mailto:admin@woodbank.calderdale.sch.uk)

## JOB DESCRIPTION

<b>Post Title</b>	School Cleaner
<b>Salary</b>	Scale 1b
<b>Line manager/s</b>	Premises/Deputy Premises Manager (s)

### MAIN PURPOSE OF THE JOB

To maintain a high standard of cleanliness in the areas which you are allocated using the correct approaches, materials and cleaning equipment.

- To work under the direction of the Premises Manager and/or Deputy Premises
- Vacuuming cleaning hard and soft floors
- Cleaning toilets including tap fittings and surrounds etc.
- Mopping and spray cleaning hard floor surfaces
- Dusting, damp wiping, washing or polishing the furniture, ledges, windowsills and external surfaces of cupboards, radiators, shelves and fitments
- Undertaking occasional wall washing or inside windowpane cleaning/polishing
- Emptying and cleaning waste bins
- Stacking and emptying the dishwasher
- Replenishing consumable items (soap, toiler rolls, paper towels) as required
- Reporting defects/hazards as required
- Using cleaning materials as provided
- Disinfect and clean where required following accidents and to control infection
- Operating cleaning machinery e.g. Vacuum cleaners, dishwasher
- Undertaking full summer 'Deep Cleaning' as instructed by the Premises Team
- Any other duties as requested by the Premises Manager

## PERSON SPECIFICATION

ATTRIBUTES		E	D	Source
<b>KNOWLEDGE</b>	Able to communicate clearly and follow instructions	✓		A, R
	Able to work under pressure	✓		A, I
	Knowledge of cleaning processes		✓	A, I
	Knowledge of health & Safety		✓	A, I, R
	Able to use cleaning equipment	✓		A, I
<b>EXPERIENCE</b>				
	Experience working as part of a team	✓		A, I
	Previous experience of cleaning in a school or other commercial environment		✓	A, I, R
	Excellent personal hygiene standards across any context	✓		A, I
<b>PERSONAL QUALITIES</b>				
	Able to prioritise work in an organised manner	✓		A, I
	Take pride in a job well done	✓		A
	Willing to attend appropriate development and training	✓		A, I, R
	Uses initiative		✓	A, I
	Works under minimum supervision		✓	A, I
	Positive disposition and good sense of humour	✓		A
<b>OTHER</b>	Works flexibly if required to cover other staff when requested	✓		A, I
<b>Codes</b>				
E = Essential		D = Desirable		
A = Application Form		R = References		I = Interview

# SAFER RECRUITMENT

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education

Wood Bank recognises the value of and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

All posts within school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and will be subject to an Enhanced Disclosure and Barring Service check with barred list information.

Please note that online searches for shortlisted candidates will be completed as part of due diligence checks ahead of interview in accordance with the 'Keeping Children Safe in Education 2025' guidance.

## Applications

Wood Bank School uses Calderdale Council's Application Form for all advertised jobs.

The school requires candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.

Applicants should be aware that by applying they are agreeing that the information given is true and correct and that any offer of employment will be made on this basis. Where it is found that false information has been provided this could result in the application being withdrawn or summary dismissal if the applicant has been selected and employment has commenced. This may also result in possible referral to other professional regulatory bodies where appropriate.

## References

- A minimum of two references will be sought, one of which must be from current or most recent employer.
- References for shortlisted candidates will be sent for immediately after shortlisting.
- The school has a standard template which is used for all references.
- The school does not accept open references, testimonials or references from relatives, a partner or people writing solely in the capacity as a friend.

**A standard template will be used for both requesting and providing references. This has been checked and verified by Human Resources.**

Only references from a trusted authoritative source will be acceptable. References will always be sought and obtained directly from the referee.

## SHORTLISTING

Before the closing date, a panel will be created and after the closing date, they will match your skills/experience against the person specification.

**Selection for interview will be decided entirely on the contents of your application form. Please read the job description and person specification carefully before completing your form.**

## INTERVIEW & ASSESSMENT

The shortlisting panel will then conduct the arranged interviews and assessment process.

The panel will agree the assessment tasks and interview questions to be asked of each candidate. In addition to exploring the candidate's suitability for the post, the panel should explore:

- the interviewees attitude towards children and young people
- the interviewees willingness and ability to support the school's commitment to safeguarding and promoting the safety and welfare of children and young people
- any unexplained gaps in the candidate's employment history
- any other concerns or discrepancies arising directly from the interview

The panel will then score the applicants on the assessment activities. A decision will then be made about the appointment(s).