



The Birley Academy  
A L.E.A.D. Academy

# Candidate Information Pack

## Cleaner

### The Birley Academy





## Welcome from the Headteacher

I am very proud to be the Headteacher of The Birley Academy and feel honoured and privileged to work with our pupils, parents, carers, colleagues and community to be part of the team who are making The Birley Academy a brilliant place to learn and work.

I am passionate about working with our staff in school and with colleagues across L.E.A.D. Academy Trust to ensure that the education we provide our pupils is of the highest quality, studying a broad range of subjects complemented by a clear personal development and wider curriculum offers.

**Victoria Hall, Headteacher**



## About The Birley Academy

The Birley Academy is a popular secondary academy in the southeast of Sheffield. We have a modern building set on a pleasant campus with excellent facilities.

We believe that our students are entitled to nothing but the best and are fully committed to transforming the school into an exceptional place to learn.

We can offer you students who are keen to become their best selves; student who will make you remember why working in a school is so special; staff who are hardworking and who want the best for our school; a leadership team who are passionate and dedicated to making The Birley Academy brilliant and a supportive and aspirational Trust.

Our vision is simple: to ensure that we constantly challenge ourselves and our students to aspire to our very best, enjoying learning and being active members of the learning community. As part of the L.E.A.D. Academy Trust, we work with all stakeholders including parents, local businesses, community leaders and our partner primaries to represent and best meet the needs of our students.



# Job Description



## Cleaner

Location:	The Birley Academy, Birley Lane, Sheffield, S12 3BP
Salary:	NJC 2 (£12.26 per hour)
Closing date:	Sunday, 6 April 2025
Interview date:	w/c Monday, 7 April 2025
Working pattern:	3.30pm-6.30pm, Monday- Friday during term time (39 weeks) + 5 holiday days

### Purpose of Role

To ensure that a high level of cleanliness is maintained throughout the School/College on a daily basis.

### Principal Duties and Responsibilities

- To carry out cleaning duties as required including sweeping, dusting, wall washing, toilet cleaning, mopping and use of vacuum cleaners and other cleaning machinery.
- To ensure that the correct equipment is used for each specific cleaning task, including electrical and mechanical equipment.
- To follow the appropriate instructions and COSHH regulations when using cleaning materials.
- To empty litter bins in classrooms and offices.
- To replenish janitorial supplies in toilets.
- To follow and be aware of responsibilities for Health & Safety measures designed to protect self, other staff and users of the premises.
- To notify the Site Manager/Caretaker, of any damage to buildings and equipment or of anything you see that may be dangerous to pupils and/or staff.
- To ensure that rooms are left safe and secure and defects requiring repair are reported.
- To carry out planned cleaning programmes during Academy closures.
- To wear the appropriate clothing, shoes, gloves, etc. for the tasks involved.
- To be responsible for the care of all cleaning equipment and materials assigned to them.

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D. we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

# Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Qualifications and Attainments	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"><li>• A level of numeracy and literacy sufficient to carry out the duties of the post.</li><li>• Ability to reach, bend and carry out some heavy lifting</li><li>• Willing and able to work outside of usual school hours</li></ul>	<ul style="list-style-type: none"><li>• Further education qualifications in related fields, e.g.: health and safety training or maintenance qualification</li></ul>

Skills and Knowledge	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"><li>• Good verbal communication skills appropriate to the need to communicate effectively</li><li>• Able to prioritise own workload and to work to deadlines</li><li>• Ability to build and form good relationships with students, colleagues and other professionals</li><li>• Able to follow direction from a line manager and work in collaboration with the team</li></ul>	

# Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Experience	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"><li>• Experience of using basic cleaning equipment</li><li>• Willing to undertake a range of training</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in a school or similar establishment</li></ul>

Personal Attributes	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"><li>• Have an openness to learning and change</li><li>• Have a positive attitude to personal development and training</li><li>• Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility</li><li>• Recognition of the importance of personal responsibility for health and safety</li></ul>	



# How to apply

Closing date: Sunday, 6 April 2025  
Interview date: w/c Monday, 7 April 2025  
Contact email: [hr@birleysecondaryacademy.co.uk](mailto:hr@birleysecondaryacademy.co.uk)  
Contact number: 0114 2392531

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to the email above.

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



# About the Trust

L.E.A.D. Academy Trust was established by Diana Owen, CBE in 2011 using her considerable experience as an executive headteacher, National Leader of Education, Primary Strategy Consultant Leader, coach and mentor.

The Trust comprises 24 primary and 3 secondary academies across the East Midlands. All academies strive to achieve the highest standards of behaviour and conduct while providing outstanding teaching and learning.

## Our values

The acronym L.E.A.D. embodies the four key principles at the heart of the Trust: strong leadership at every level; empowering everyone to aim high; providing the opportunity for all to achieve and constantly driving for improvement.



**Lead**



**Empower**



**Achieve**



**Drive**

“We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust’s vision and values and are committed to making a tangible difference to the lives of children and young people.”

*Diana Owen, CBE Trustee and Chief Executive of L.E.A.D. Academy Trust.*



**24**

Primary Academies



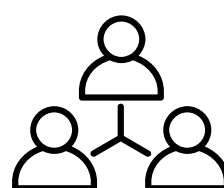
**03**

Secondary Academies



**05**

Geographical Regions



**11,500**

Pupils



**1,650**

Staff



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