Woodlands
Primary Academy



APPLICATION PACK

Cleaner

25 hours p/w

Enjoy – Thrive - Aspire



CONTENTS

WELCOME 4

ABOUT WOODLANDS PRIMARY ACADEMY 5

HOW TO APPLY 6

JOB DESCRIPTION 7

PERSON SPECIFICATION 7

SAFEGUARDING NOTICE 11

PARTNERS OF THE SPA TRUST 13

- If you have any queries regarding the application process please contact our HR on hr@spacdemies.org



WELCOME

Dear Potential Colleague,

Firstly, thank you for your interest in working at Woodlands Primary Academy, a proud member of the highly regarded Trust, South Pennine Academies. If you're impressed by our exciting work, understand our vision, and want to be part of our journey, then we are keen to hear from you.

Woodlands Primary Academy was last inspected in March 2025 and it was identified that the school fosters an inclusive environment that is aspirational for the achievement of all. Staff receive regular training, feel valued and rightly say their workload and well-being are considered by leaders. This work has contributed to the improved quality of education that pupils now receive.

Our motivation is to provide a nurturing school community, where children excel in their achievements and are inspired to continue learning in the future. We inspire children to become independent learners by fostering a willingness to take risks and persevere, celebrate individual strengths and promoting respectful attitudes. We are committed to ensuring the best possible education and care for our children and we are continually looking for ways to improve and develop what we do in order to ensure we are always improving and that our school community can 'Enjoy, Thrive and Aspire'.

We are looking for a passionate, dedicated and inspirational candidate with a strong sense of character and someone who has the ability to motivate and inspire our students to achieve their full potential. Most importantly we are keen to hear from candidates that are driven by a strong sense of purpose and the genuine ambition to help the academy drive standards and turn our vision into reality.

If this is a position that appeals to you, and you have the passion to make a positive impact on the life chance of our students, then we would very much like to hear from you.

If you wish to discuss any of the opportunities we have on offer, please contact us at lallen@woodlandsprimaryacademy.org or call 0161 359 5698. We also invite you to visit our website www.woodlandsprimaryacademy.org and our social media pages to learn more about Woodlands Primary Academy and the Trust.

Yours sincerely
Louise Hayes
Executive Principal

ABOUT WOODLANDS PRIMARY ACADEMY

OUR VISION AND VALUES

Our **vision** is to maximise every child's potential to ensure we can say

"WE GAVE EVERY STUDENT THEIR PASSPORT TO SUCCESS."



Our core **values** of Enjoy, Thrive, Aspire underpin everything we do as an academy, and we passionately believe that as educators, we have the power and responsibility to inspire our students to be the best they can be and enabling them to pursue their dreams and become the leaders of tomorrow.

WHY JOIN US

1. We have an amazing team of staff and students at Willowpark, who work hard for one another to maximise the progress we all make. There is a real sense of team spirit within our school – in a nutshell, it's a great place to work and learn!
2. There is a culture of high expectations that permeates through our school, with staff and pupils working hard every day to reach their potential.
3. Relationships within our Academy are strong, creating a positive and purposeful learning environment for all to succeed.
4. Behaviour and behaviour for learning within our academy is exceptional. Pupils have excellent attitudes to their learning and are eager and enthusiastic within their lessons.
5. In lessons, our pupils take pride in their work, show creative flair and rise to the high expectations and challenges presented to them.
6. There is a supportive and collaborative approach to our work within in the school, with all staff working towards to a shared vision for our Academy, pupils and community.
7. Enrichment opportunities sit alongside our broad and exciting curriculum to ensure pupils personal development is robust and is reflected in their day to day conduct and attitude within our Academy. Our pupils are thoughtful, reflective and can communicate their ideas effectively.
8. Pupils enjoy coming to school and the wide range opportunities available to them during their time with us.

HOW TO APPLY

Thank you for taking time to read about the academy and Trust. If you wish to apply you should:

- Complete the application form fully, via My New Term www.mynewterm.com ensuring all details are accurate and all declarations are signed.
- Please ensure you enclose at least two professional referees with one being your current employer and any other employers in the last two years (with professional email addresses if possible).
- Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of our Trust.
- Please ensure that you also include information on how you will develop the role and how your previous experience has equipped you for this.

The academy is committed to safeguarding and promoting the welfare of all students, and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring Service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process; please ensure your referees are prepared and aware of your application.



JOB DESCRIPTION

Teaching Assistant (SEND)

Reporting to: Site Manager & Office Manager

Salary: Grade 1 (scale 1-4)

Term: Permanent (25 hours per week spilt over 5 days, mornings and afternoons

Location: School Based

PURPOSE OF THE POST:

To provide a high standard of hygiene and cleanliness at Woodlands s Primary Academy.

To develop routines to ensure all areas are maintained to a high standard of cleanliness and are secure, safe and attractive for students, staff and visitors

MAIN DUTIES

KEY TASKS

- Clean surfaces, glass, fixtures and fittings, floors, walls, partitions and internal woodwork as instructed, using appropriate materials and equipment.
- Clean toilets, changing rooms, showers and other sanitary areas.
- Empty waste bins and dispose of rubbish as directed, working within the academy recycling policy as appropriate.
- Use a range of associated equipment, undertaking basic maintenance where appropriate and reporting faults in line with procedures.
- Refill and replace consumables, making sure supplies used are stored safely and reporting when stocks are low to the appropriate person.
- Complete basic record keeping as directed.
- Follow health and safety policies and procedures to ensure risks and hazards are minimised for yourself, colleagues, pupils and visitors.
- Assist to maintain the security of the premises by checking entrance/exits are appropriately locked and reporting potential security breaches.
- Switch off all unnecessary lights and appliances at the end of cleaning an area, following any special instructions to leave particular equipment on, for example, a science investigation.
- Follow the appropriate procedure when incidents are seen or reported about pupil welfare, safeguarding or health and safety issues.

STANDARD DUTIES

- To understand the importance of equality and diversity in the workplace and service delivery and promote equal opportunities for all.
- To uphold and promote the values and the ethos of the academy and South Pennine Academies. 3. To implement and uphold the policies, procedures and codes of practice of the academy.

- To take a proactive approach to health and safety, working with others to minimise and alleviate potential hazards and risks and actively contribute to the security of the academy, for example, challenging a stranger on the premises.
- To attend and participate in relevant meetings and training as appropriate. 6. To undertake any other additional duties commensurate with the grade of the post.

SAFEGUARDING

- As part of your wider duties and responsibilities you are required to promote and actively support the Trusts 'responsibilities towards safeguarding.
- Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury.
- It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

PERSON SPECIFICATION

E = Essential **D = Desirable**	**A = Application Stage** **I = Interview and Assessment stage** **R = References**

Relevant Experience

Experience as working in a cleaning role within a education setting	**D**	**A,I,R**
Have worked as part of a team, as well as on your own initiative.	**E**	**A,I,R**

Education & Training Attainments

Basic level of literacy and numeracy.	**E**	**A**
Ability to follow written and verbal instructions.	**E**	**A**
Willingness to undergo relevant training (e.g., manual handling, health and safety).	**E**	**A**
Previous cleaning experience in a commercial, organisational, or school environment.	**D**	**A**
Experience operating specialised cleaning equipment (e.g., industrial vacuums, floor buffers).	**D**	**A**
First Aid at Work Certificate	**D**	**A**

General & Specialist Knowledge & Experience

Ability to carry out general cleaning duties (sweeping, mopping, dusting, vacuuming, emptying bins) to a high standard.	**E**	**A,I**
Time-management skills and the ability to prioritize tasks independently.	**E**	**A,I**
Ability to work effectively both on your own with minimum supervision and as part of a broader team.	**E**	**A, I**
Basic understanding of Health and Safety rules and safe working practices.	**E**	**A, I**
Knowledge of **COSHH** (Control of Substances Hazardous to Health) regulations regarding the safe use and dilution of cleaning chemicals.	**D**	**A, I**
Understanding of safeguarding policies (especially for roles based in schools or working around children/vulnerable people	**D**	**A, I**

Personal qualities and attributes

Punctual, reliable, and trustworthy.	**E**	**A,I,R**
Physically capable of carrying out active cleaning duties, including bending, stretching, and lifting/moving light furniture.	**E**	**A,I,R**
Friendly, approachable, and professional demeanor.	**E**	**A,I,R**
Flexibility to adapt to changing site demands or rotas.	**E**	**A,I,R**
	D	**A,I,R**
	D	**A,I,R**
	D	**A,I,R**
	D	**A,I,R**

Additional requirements

Commitment to safeguarding and promoting the welfare of children and young people.	**E**	**A,I,R**
Motivation to work with children and young people	**E**	**A,I,R**
Knowledge of school's fire and emergency procedures	**D**	**A,I,R**
A willingness to undertake training	**E**	**A,I,R**
To work flexibly as the workload demands	**E**	**A,I,R**
To support out of hours working occasionally at school functions	**D**	**A,I,R**



SAFEGUARDING NOTICE

Important Safeguarding notice/ Statement of Intent

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts 'responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable

South Pennine Academies is committed to ensuring a culture of safer recruitment and as part of that implement recruitment procedures that deter, reject or identify people who might abuse children. All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The purpose of safer recruitment is ultimately to:

- Deter: From the beginning of the recruitment process, it is important to send the right message – that the organisation has a rigorous recruitment process and does not tolerate any form of abuse. Wording in adverts and recruitment information must aim to deter potential abusers.
- Identify and Reject: It will not always be possible to deter potential abusers. Therefore, careful planning for the interview and selection stage, in terms of asking the right questions, setting appropriate tasks and obtaining the right information can assist in finding out who is suitable for the role and who is not.
- Induct: Induction is an essential part of our recruitment process, we ensure that comprehensive induction processes are in place, together with appropriate policies and procedures, raising awareness through staff training and generally developing and maintaining a safe culture within the organisation will all help to prevent abuse or identify potential abusers. Academy is committed to safeguarding and promoting the welfare of all students and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process, please ensure your referees are prepared and aware of your appli-cation.

The intention of this policy is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The policy and the practical implementation of recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

As part of our shortlisting process, in accordance with KCSIE Guidance, an online search will be completed on all shortlisted candidates.

Equality

The Board of Trustees and school are committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourable on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief. Any behaviour, comments or attitudes that undermine or threaten an individual's self-esteem on these grounds will not be tolerated.

We aim to provide equal access to high quality educational opportunities and to ensure that everyone feels that they are a valued member of the school community. We seek to provide a safe and happy environment where all can flourish and where cultural diversity is celebrated.

Disabled applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements of the Personnel Specification. As an equal rights employer our school is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.

Privacy notice

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) (EU 2016/679) and the provisions of the Data Protection Act 2018 (DPA 2018). This policy applies to all personal data, regardless of whether it is in paper or electronic format. For further information please see the full privacy policy on our school website



Woodlands
Primary Academy

Woodlands Primary Academy, Broadbent Road,
Oldham, OL1 4HU
Telephone: 0161 359 5698
Email: info@woodlands.spacademies.org
Website: www.woodlandsprimaryacademy.org



PARTNERS OF THE SPA TRUST

South Pennine Academies is a charitable multi academy trust established in 2012. We currently work with eleven primary and secondary converter and sponsored academies located in Calderdale, Kirklees and Oldham. The Trust also operates Huddersfield Horizon SCITT, rated an Outstanding ITT provider by Ofsted.

The team at South Pennine Academies are committed to delivering school improvement through the development of effective partnerships with our academies, the communities we serve and external organisations. Our academies are an integral part of their local communities. We value the diversity and distinctive opportunities that working within our local communities brings. Development of local solutions to meet local needs is a key aspect of our work.

BENEFITS OF JOINING THE TRUST:

- **Professional Development** - The Trust is committed to developing all staff within their roles and creating continued fantastic opportunities for further career progression.
- **Pension** – Every employee of South Pennine Academies has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.
- **Wellbeing Benefits** – Through our wellbeing provider, Smart Clinic, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.
- **Free Will writing service** – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.
- **Cycle to Work Scheme** – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.
- **Annual Flu Vaccinations** – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies

