

Daytime Cleaner & Lunchtime Assistant

Application Deadline: 22nd September 2026





Dear Colleague

Thank you for your interest in Edgar Wood Academy.

Edgar Wood Academy opened its doors in 2021 after being commissioned by the DfE to serve the community of Middleton and Heywood. Helping our students realise their potential lies at the heart of everything we do by adhering to our values of Resilience, Empathy, Responsibility and Respect.

We are proud to be part of Altus Education Partnership Trust and are driven to fulfil our mission and vision:

OUR MISSION

To advance education in the borough of Rochdale and its surrounds so that young people lead happy and fulfilling lives and make positive differences to their communities and society.

OUR VISION

To create an inclusive and cohesive system of education in the area that improves the lives of everyone in the borough

Our staff are integral to realising this, and therefore it is my aim as headteacher to ensure that we work as a team, look after each other, and ensure that Edgar Wood is a fulfilling place to work. We are looking for staff who will help us to make a positive difference to the lives of young people in the borough. In return, we promise a supportive and enjoyable working environment, and the resources needed to carry out the role to the highest standards.

Should you decide to apply to Edgar Wood it is important that you know that this is the right place to take the next step in your career, and therefore visits to our academy prior to application are encouraged.

I am incredibly excited and privileged to be the Headteacher at Edgar Wood Academy and together, we will work hard to ensure that we deliver a world-class education to the students and community we are proud to serve.

Yours sincerely

A handwritten signature in brown ink, appearing to read 'Paul Jones'.

Paul Jones
Headteacher

Making your application

I hope that when you read this pack you are inspired to apply for the post.

Application

- To apply, please visit our website and apply through **My New Term**.
- Our website: [Our Vacancies - Altus Education Partnership](#)
- Provide a supporting statement of no more than two sides of A4, addressing the criteria in the person specification.

Deadline

The deadline for the post is **Tuesday 22nd September 2026** (to arrive no later than 12.00 midday).

Interviews are to be confirmed.

Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

Salary

School Support Staff Pay Spine, scale point 1 to 3 (£23,656 - £24,027). Actual salary for both roles combined is £18,689 per annum.

Start Date

As soon as possible

For an Application Pack

1. Visit www.altusep.com
2. Contact Sophie Bailey – HR Officer: recruitment@altusep.com
3. Telephone 01706 769999

Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects
- Generous holiday entitlement

Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least 1 reference prior to interview.

Background Information

Edgar Wood Academy

Edgar Wood Academy is an 11-16 year old state-funded secondary school. Working closely with Rochdale Borough Council to meet the estimated shortfall of secondary school places, we opened our doors to welcome year 7 children from the areas of Middleton and Heywood in September 2021.

From September 2022, students at Edgar Wood Academy were the first to experience our new school building on Heywood Old Road, Heywood, with its modern state-of-the-art facilities, designed to allow them to flourish academically, culturally and artistically.

Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises five academies, including ourselves. The other four academies are:

- **Rochdale Sixth Form College**, opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has dramatically raised achievement in the area and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly ranks among the highest performing colleges in the country in both the DfE's Performance Tables and the National Achievement Rate Tables.
- **Kingsway Park High School** is an Ofsted-rated Good school with a strong track record of providing students with an excellent education. The Academy recently benefitted from a new teaching block, which opened in late 2024.
- **Bamford Academy** is an Ofsted-rated Good primary school providing a caring and nurturing environment. It is a popular first choice for many families in the area.
- **Caldershaw Primary School** joined the Trust on 1 July 2025. It is Ofsted Outstanding and one of the most oversubscribed primary schools in Greater Manchester.

Altus is on the cusp of further growth, with three additional schools currently considering academisation in the autumn term.

We also benefit from strong local partnerships. Most notably, and uniquely within the post-16 sector, Altus has a Memorandum of Understanding with Hopwood Hall College, coordinating curriculum and supporting seamless transition for students into post-16 education.

Role Description

Job Title:	Daytime Cleaner & Lunchtime Assistant
Reports to:	Cleaning Supervisor
Remuneration:	School Support Staff Pay Spine, scale point 1 to 3 (£23,656 - £24,027). Actual salary for both roles combined is £18,689 per annum.
Contract:	Permanent – 28.75 hours per week, split across 2 roles. Cleaner - 20.42 hrs per week (4 hr 5 mins per day), Term-time + 4 weeks Lunchtime Assistant - 8.33 hrs per week (1 hr 40 per day), Term time only
Start Date:	As soon as possible

Overall Purpose of the Post

- Maintain a clean, safe and welcoming environment across the academy through high standards of cleaning and housekeeping.
- Undertake routine and deep-cleaning duties across classrooms, corridors, toilets and communal areas, ensuring the school environment is maintained to the highest standards.
- Support the health, safety and wellbeing of students, staff and visitors through regular housekeeping and environmental checks.
- Contribute to a positive lunchtime experience by supervising students, promoting positive behaviour and providing support where required.
- Play an active role in safeguarding by helping to maintain a safe, secure and supportive environment for all students.

Responsibilities and Roles

- Carry out daily cleaning and hygiene tasks across the school site, including classrooms, corridors, offices, welfare facilities and toilets.
- Respond promptly to spillages and hazards, ensuring affected areas are cleaned and made safe without delay.
- Operate cleaning equipment and use cleaning chemicals safely and in accordance with COSHH regulations and manufacturer instructions.
- Replenish and maintain stocks of cleaning materials, hand soap, toilet paper, paper towels and other consumables.
- Monitor cleaning equipment and report any defects, ensuring all equipment remains safe and fit for purpose.
- Support the ordering, storage and management of cleaning supplies and equipment.
- Assist in maintaining a safe, secure and well-presented school environment through routine housekeeping and health and safety checks.
- Supervise students during lunchtime, helping to ensure a calm, safe and enjoyable experience for all.
- Encourage positive behaviour in line with the school's behaviour policy and challenge inappropriate behaviour appropriately.

- Promote healthy eating habits and provide support to students who may require additional assistance during lunchtime.
- Provide basic first aid support where required and report incidents in accordance with school procedures.
- Act as a positive role model, demonstrating professional standards and contributing to the academy's ethos and values.
- Safeguard and promote the welfare of children and young people by adhering to safeguarding policies and reporting any concerns promptly.

Person Specification			Assessed by:	
No.	CATEGORIES	Essential/ Desirable	App Form	Interview
QUALIFICATIONS AND EXPERIENCE				
1	Appropriate knowledge of first aid or willing to train.	E	√	√
SKILLS AND KNOWLEDGE				
2	Experience of cleaning and using appropriate cleaning equipment.	E	√	√
3	Knowledge/understanding of Health & Safety including COSHH regulations.	E	√	√
4	Ability to stay calm and be patient and understanding when dealing with the students.	E	√	√
5	To be able to deal fairly and consistently when dealing with the students.	E	√	√
6	High degree of energy, resilience, and enthusiasm	E	√	√
7	Have excellent oral communication skills and a calm and confident manner	E	√	√
8	To be able to take charge of students if needed and maintain acceptable behavioural standards.	E	√	√
9	To be able to work as part of a team or work alone and use own initiative.	E	√	√
10	Able to maintain confidentiality.	E	√	√
11	Understanding of matters relating to safeguarding of children in terms of their health, safety, welfare, and mental wellbeing.	E	√	√



Edgar Wood Academy

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