Recruitment Pack

Cleaning Assistant

Cleaning Assistant

Contract: Permanent, Part-Time, 15-20 hours per week over five days.

Closing Date: Wednesday 18th November 2026

Salary Range: NJC Band A– (SCP03) £25,949 pro-rata per annum.
Actual Starting Salary £10,519 (15 hours) / £14,026 (20 hours) per annum
(Equivalent to £13.45 per hour)

Thank you for your interest in the role of Cleaning Assistant at Wetherby High School.

At Wetherby High School all our staff are deeply committed to ensuring every child receives an outstanding education. Our curriculum, teaching and pastoral care enable students to achieve at the highest academic level, unlocking doors to the future of their choice.

Our staff and students are ambitious to be the best version of themselves. That ambition extends way beyond their academic excellence. We want our students to reach their full potential academically and as young people moving into adulthood. We understand that central to this is developing character and a sense of social responsibility.

We place the children and their personal success at the heart of all our work which means that sometimes we do not take the easiest path, but the path that is right for each individual child. We know that when a child feels safe, happy and supported they thrive.

Strong relationships, developed through our coaching groups and staff circles, are a critical feature of our close and caring school community. Simply put we know our staff and children well and this ensures we offer a supportive and fulfilling learning environment with lots of opportunity to develop leadership potential in staff and children.



Our strong and distinct **Values** underpin all the work we do, they are lived out day to day in our policies, practices and interactions.

KNOW OUR CHILDREN WELL

PARTNERS IN LEARNING

ENJOY AND ASPIRE

CHARACTER FOR ACHIEVEMENT



Our commitment to a **Restorative Practice** approach benefits both children and staff supporting the development of strong relationships which ensure everyone feels valued and listened to. This high support and high challenge approach way of working with pupils and staff supports wellbeing through the development of:

- a feeling of belonging and acceptance
- a sense of school community all moving in the same direction
- understanding how actions can affect others
- helping to choose to and want to do the ‘right thing’
- developing social and emotional literacy
- developing character and a sense of civic responsibility
- learning how to move through conflict constructively together

The **Coaching Programme** at Wetherby High School is fundamental to ‘knowing our children well’ and in forming the strong relationships that are crucial for our school community. Coaching groups have approximately ten students (coachees) and one member of staff (coach). The groups are ‘vertical’ meaning they consist of coachees from Year 7 to Year 11. We meet as coaching groups three times a week; a Monday morning, Wednesday afternoon and Friday afternoon.



Our **House Structures** provide a further sense of belonging for our pupils and staff. As well as encouraging a strong positive competitive drive through inter-house competitions and events, pupils are encouraged to engage in a wide range of enrichment activities and opportunities, ensuring an inclusive approach for all.

BREMNER HOUSE

ROBINSON HOUSE

TOMLINSON HOUSE

TRUEMAN HOUSE

Welcome from the Headteacher

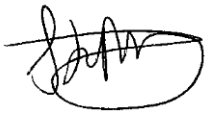
Many thanks for expressing an interest in the post of Cleaning Assistant. I hope you find the enclosed information useful in preparing your application.

Wetherby High School is a vibrant and welcoming school with inclusive values at the centre of all our work. We believe all our students deserve to have adults around them that are committed to doing all they can to help them succeed in all areas of life. Wetherby High School is in an exciting phase of development, with a new state of the art building for the school community planned be ready in the near future.

The staff at Wetherby High School work exceptionally well together as a team and this post is a key role in ensuring that our school is presented to the highest standard each day ready for our children to have a clean and welcoming learning environment.

If you believe that you have the skills and attributes required of this role, please forward a covering letter outlining the reasons for applying for this position and a completed Application Form, via email to hr@wetherbyhigh.co.uk or delivered to our school address.

Yours faithfully



Samantha Jefferson



Job Description

CLEANING ASSISTANT

Pay scale:	A3
Hours:	15/20 hrs
Responsible to:	Cleaning Team Leader / Superintendent
Review date	March 2027

PURPOSE OF THE JOB

To be responsible for maintaining a high level of cleanliness throughout the school building.

Duties

1. Use of mechanical cleaning equipment i.e.
a) Suction Cleaners
b) Scrubbing/Buffing Machines
c) Hot Water Extraction Machines
d) Combined Scrubber/Drier Machines
e) Wet Suction Machines

2. Handling and use of cleaning materials in accordance with recommended procedures.

3. Cleaning in all kinds of areas within the school building i.e.
a) Toilet/Hygiene Areas
b) Corridors/Landings/Staircases/Entrances
c) Craft rooms, i.e. Woodwork, Engineering, Cookery etc.
d) Classrooms and Offices
e) Halls and Gymnasium

4. High level cleaning, using appropriate equipment.

5. Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises.

6. Washing of walls, windows, glass.

7. Collect and dispose of waste in appropriate manner. Clean and maintain waste bins.

8. Working to the school's operational specifications and quality assurance work schedules.

9. Be able to work as part of a team and act on instructions from senior staff.

10. To wear appropriate protective clothing including rubber gloves.

11. Attending appropriate training courses/seminars as requested.

12. Abide by the School's Equal Opportunities Policy in the duties of the post, and as an employee of the School.

13. Carry out all duties having regard to an employee's responsibility under the School's Health and Safety Policies

General duties:

- To support school events and attend as required.
- To adhere to school policies and procedures.

Any Special Conditions of Service:

There is a requirement to submit to an Enhanced Disclosure and Barring background check. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

Person Specification

You should be able to provide evidence of:		
KEY CRITERIA	**ESSENTIAL**	**DESIRABLE**
Skills	• Ability to use toxic materials in the process of general cleaning • Ability to work constructively as part of a team	• To be able to use a variety of cleaning equipment • To be able to operate mechanised cleaning equipment e.g. buffer.
Experience		• Experience of using mechanical cleaning equipment. • Experience of working and cleaning large premises.
Knowledge & Understanding		• Knowledge of using mechanical cleaning equipment • Knowledge of the problems in using toxic cleaning equipment

We are actively committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.
All appointments will be made subject to an enhanced DBS disclosure.

We promote diversity and want a workforce which reflects the population of Leeds

Staff Benefits

Wellbeing and Fitness

Bodyline Fitness Membership
Flexible membership with a 30 day cancellation notice period at the same rate as annual membership.

Discounted Hairdressing and Beauty Service
Leeds City College – the Salon Leeds
0113 245344
Discounts on all services (some via appointment only)
Book via www.thesalonleeds.co.uk

Simplyhealth (Leeds Hospital Fund)
Access to discounted health benefits

APL Smart Clinic
Access expert support and advice for life's ups and downs 24/7, 365 days a year. Access support when you need it, including counselling, physiotherapy and stress management

Leisure and Shopping

Vivup Employee Benefits
www.vivup.co.uk/users/sign_up
Under organisation choose: Leeds City School – VA Schools

Discounts for Teachers
(available to all school staff)
www.discountsforteachers.co.uk

Teacher Perks
(available to all school staff)
www.teacherperks.co.uk

Services

Commuter Travel Club
Discounts on bus tickets
www.firstbus.co.uk/buy-tickets/corporate-travel/commuter-travel-club-employee-information

O2 offer
Up to 25% off your Airtime Plan when you buy a new phone or tablet on O2 Refresh. With the employee discount programme, O2 Open using code LCC17.
www.o2.co.uk/open

Employment Benefits

Access to a good pension scheme
Through either the **Teachers Pension Scheme** or **West Yorkshire Pension Scheme**

Generous Maternity, Paternity and Adoption policies

Wetherby High School CPD
Access to a wider range of personalised, bespoke CPD

Generous holiday allowance

Guidance for Applicants

Application Form

Please complete the Application Form provided with full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (e.g. gap year, career break, unemployed, etc). We require details of two referees, one of which must be your current or most recent employer. CVs are not accepted as part of the application process.

The supporting information section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.

Please remember to sign the declaration on the final page of the application form, if you send us this electronically we will ask you to sign this at the interview and assessment stage.

Interview and Selection Process

Applicants who best meet all the requirements for the post will be short listed and details of the interview programme will be confirmed in writing.

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.

Under the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the School if you need to discuss this in any detail. We will consider any reasonable adjustments under the terms of the Equality Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Pre-employment checks:

References

If you are short listed we will normally take up references before the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. Copies of references or references that are addressed “to whom it may concern” will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process. Sickness absence record information will only be requested for the preferred candidate following the interview and assessment process. Consideration of the sickness absence information will comply with our responsibilities under the Equality Act.

Online Checks

Online Checks will be completed before interview for shortlisted candidates. The purpose of completing an online check for shortlisted candidates is to check if there is any information in the public domain that may impact on their suitability to work in a professional role with children. The online check will be conducted for shortlisted candidates before interview, where possible, so that

any issues or concerns can be explored further with the candidate at interview. The online check will only consider material that is relevant to their role working with children, their professional reputation or the reputation of the school.

Disclosure and Barring Check.

Under the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020), all posts at this School are classed as regulated activity and therefore an Enhanced DBS check will be undertaken. Checks will also be made against the Barred List. Applicants who are shortlisted will be sent a self-disclosure form to complete and return prior to interview/assessment.

All such checks must be satisfactory before we confirm any offer of an appointment

As an employer we are only entitled to request information about convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020). Convictions that are not 'protected' will appear on an Enhanced Disclosure, even though they are 'spent'.

For information regarding what criminal records history will appear and should be disclosed on application, please see the relevant flow charts on our website. Alternatively, guidance can be found on the DBS website. Please be aware spent and/or unspent convictions may not necessarily make you unsuitable for appointment. For further information about our use of Criminal Records information please see our Statement on the recruitment of ex-offenders below.

Medical Assessment

A satisfactory medical declaration must be made before we confirm any offer of an appointment.

Prohibition Checks

In accordance with our statutory responsibilities under the Education Act and outlined in Keeping Children Safe in Education 2023 we will carry out a check on any member of staff carrying out 'teaching work' to ensure they are not prohibited from teaching work.

Each of the following activities is teaching work:

• Planning and preparing lessons and courses for students

• Delivering* lessons to students;

• Assessing the development, progress and attainment of students; and

• Reporting on the development, progress and attainment of students.

* "delivering" includes delivering lessons through distance learning or computer aided techniques. The activities specified above are not teaching work for the purposes of the Regulations if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the Headteacher to provide such direction and supervision.

Overseas Checks

Where candidates have lived or worked abroad in the past 5 years for a period of 3 months or more we will carry out appropriate overseas checks. This will include including references from any overseas education employer where candidates have worked in an education setting overseas.

Validation of Qualifications

All short-listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies. This will include checks to ensure that candidates appointed as qualified

teachers have QTS status and where appropriate have successfully completed their statutory induction.

Right to Work in the United Kingdom

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of this at interview stage by producing some original documentation such as your passport or birth certificate.to confirm your eligibility to work within the UK. Photographic proof of identity will also be required.

Equal Opportunities

We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where everyone is treated fairly and with respect. We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age

Statement on recruitment policies, including the recruitment of ex-offenders

Further information about our recruitment policies and procedures, including our policy statement regarding the recruitment of ex-offenders is available on the recruitment pages of our school website. As an organisation which is exempt from the Rehabilitation of Offenders Act and using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, we comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We do not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.

We will send shortlisted candidates a disclosure form to complete prior to interview. We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Applicants should therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not ‘protected’ (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020).

Please refer to the flow charts on our website to determine convictions and cautions that should be disclosed. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences

Privacy Notice for Applicants

This privacy notice details and explains what personal data we will collect, share, store, and use (referred to as “processing” in the data protection legislation).

The relevant legislation governing data privacy in the UK is:

- The Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- The Data (Use and Access) Act 2025 (DUUA)

The categories of information that we process include:

- Contact details
- Copies of Right to Work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships
- Online checks for shortlisted candidates

We may also process (when appropriate) information about you that falls into ‘special categories’ of more sensitive personal data. This may include information about:

- Race, ethnicity, sexual orientation, religious beliefs, and political opinions
- Disability and access requirements
- Photographs and CCTV footage
- Criminal convictions and offences
- Data about you that we have received from other organisations such as other schools, local authorities and the Disclosure and Barring Service in respect of criminal offence data.

This list is not exhaustive, to access the current list of categories of information we process please see the school’s Data Map, sometimes called the Record of Processing Activity (RoPA).

Why we collect and use workforce information

We use job applicants’ data to:

a) enable us to confirm relevant experience and qualifications
b) facilitate Safer Recruitment in accordance with our safeguarding obligations towards students
c) enable us to monitor equalities
d) to ensure access requirements can be met for candidates that need them.

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

Article 6 (1) (c). **processing is necessary for compliance with a legal obligation to which the controller is subject.** and 6 (1) (e) - **processing is necessary for the performance of a task carried out in the public interest** or in the exercise of official authority vested in the controller.

In addition, concerning any special category data we rely on Article 9:

- Article 9 (2) (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes,

- 9 (2) (c) To protect the vital interests of the individual;
- 9 (2) (f) in the event of legal claims or judicial acts,
- 9 (2) (i) As required for purpose of public health (with a basis in law)

We do not currently process any job applicants' data through automated decision-making or profiling. Should this change in the future we will amend the privacy notice to include the rationale and your right to object to it.

Collecting job applicants' information

We collect personal information from individuals directly, e.g., from application forms and references. Most data held will have come from you, but we may hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, or tribunals

Data is essential for the school to function. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this and that you can change your mind at any time.

Storing workforce information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see the Data Map/RoPA and the Information and Records Management (IRMS) Toolkit for Schools IRMS Schools Toolkit - Information and Records Management Society

Who we share job applicants' information with

We do not routinely share information about you with any third parties without consent unless the law requires us, or our policies allow us to do so. Where we are legally required, to share personal information or our policies comply with the UK data protection law) we may share it with:

- our Local Authority (LA) Children's Services e.g., for safeguarding concerns
- Service providers such as HR (Human Resources) and recruitment advisers and consultants
- Employment and recruitment agencies

This list is not exhaustive.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. However, please note that references provided during the recruitment process will not be routinely shared with the applicant, in line with the employment reference exemption under the Data Protection Act 2018 and UK GDPR. This exemption allows us to withhold the content of references where necessary to protect the confidentiality of the information provided. To make a request for your personal information, contact the Data Manager or the Data Protection Officer.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing

- to restrict our processing of your personal data (i.e., permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of consent

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting info@wetherbyhigh.co.uk

Complaints

If you wish to raise a complaint about how the school manages your personal data, please refer to our Data Protection Policy for further information on the complaints process.

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer on DPO@bywaterkent.co.uk

Last Updated

This version was last updated in January 2026.