



Cleaning Operative Recruitment Pack

Closing Date: 18 September 2026

Co-Headteachers:
Claire Beswick and Karen Loney

Whingate Primary is committed to safeguarding and promoting the welfare of all our children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check.

We promote diversity and want a workforce that reflects the population of Leeds. This role is based in the UK. Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement Scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply



Whingate Primary School

Co Headteachers:
Claire Beswick and Karen Loney
Chair of Governors:
Mrs Ellis Lewis

Dear Applicant,

8 September 2026

Thank you for expressing an interest in the current vacancy at our school.

We are seeking to appoint an experienced **Cleaning Operative** who would like to join a friendly, dynamic school where all can thrive and staff are highly valued.

This is an exciting career move for an experienced person to support the learning and progress of our wonderful pupils.

Ideally you will have skills and experience and be a professional who is versatile, enthusiastic, resilient and able to provide a solution focused approach to securing the best possible outcomes for all children.

We are a larger than average school with 470 pupils on roll and 66 members of staff with very low staff turnover, so it is especially exciting to have the opportunity to recruit a new member of staff to join the team.

We pride ourselves on our happy children who love coming to school. Our staff team take pride in building positive relationships with children and their parents/carers to support all children to achieve their learning goals and fulfil their potential.

Hours of Work: 19 hours over Monday-Friday, year-round
This post is offered as a temporary contract initially.

Salary: A3 Scale Point 3

Application forms should be submitted electronically to bev.atkins@whingate.com by no later than 12noon on Friday 18 September 2026. We are unable to accept CV's. Please ensure that you provide current and correct e-mail addresses for all your referees. Only shortlisted candidates will be contacted for interview.

Yours sincerely,

Claire Beswick and Karen Loney
Co-Headteachers

Whingate Road, Leeds, LS12 3DS

T: 0113 2638910

E: admin@whingate.com

W: www.whingate.com



Making an Application	Interview & Selection Process (continued)
Application Form If you wish to be considered for this post please complete the enclosed application form providing 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.). You will note that 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. Supporting Information This 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. For teaching posts: in addition to the application form, please submit a formal letter of application (up to 2 sides of A4) detailing your experience of teaching and learning and the impact your contribution will make in terms of raising standards at our school.	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. Induction & Continuous Professional Development The head teacher and governing body are committed to ensuring your well-being and continuous professional development in this role. On appointment, the head teacher will discuss an appropriate induction programme with you that will help familiarise you with the culture of the school, local practices, policies and expectations. You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications such as NVQs. Pre-employment Checks
Interview & Selection Process	References
Those candidates who 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, we are legally required to consider making reasonable adjustments to ensure that disabled people are not	If you are short-listed we will take up references before the interview date. Two satisfactory references must be received before any appointment is made. One of your referees must be your current or most recent employer and will need to be from a senior person with appropriate authority (usually the Headteacher). 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. If you are not currently working with children but have done so in the past, one reference must be from the most recent place where you worked 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.

Pre-employment Checks (continued)	School Policies
(DBS) Disclosure & Barring Service Employment at this school is subject to an enhanced check with the DBS. Checks will also be made against the Barred List. All such checks must be satisfactory before we confirm any offer of an appointment. Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment), there are a number of jobs where we must take account of any convictions that are unspent or not 'protected'. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the www.gov.uk website. Unspent and unprotected convictions may not necessarily make you unsuitable for appointment. Prohibition checks (teachers only) Prior to confirming an offer of employment, the school is required to make a mandatory check to ensure a teacher is not prohibited from teaching by the NCTL or its predecessor, the GTC. 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. 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 can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.	Child Protection This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy. Whistle Blowing We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore, our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues. Code of Conduct and Personal Behaviour The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well being of all its employees and pupils. The head teacher and governing body regard everyone working at our school as a role model to our pupils. As such employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values of the Teaching Agency. While registered teachers are bound by the code, the school considers the principles to apply to all staff employed at the school. Equal Opportunities We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where all are treated fairly and with respect. We take action to ensure that nobody is treated less favourably than anyone else because of their protected characteristics which include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Full details of all these policies are available on our website and in school.



Whingate Job Description

Cleaning Operative (A3)

Post Title	GRADE	JE Ref
Cleaning Operative	A3 Scale Point 3	565

Post(s) to which directly responsible Business Manager
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Post(s) for which directly responsible

Purpose of job The successful candidate will be responsible for maintaining a clean, safe, and hygienic environment throughout the school.
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Responsibilities • Use of mechanical cleaning equipment • Handling and use of cleaning materials in accordance with recommended procedures. • Cleaning in all kinds of areas within the school building • High level cleaning, using appropriate equipment • Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises • Washing of walls, windows, glass, skirting boards, tables and chairs. • Collect and dispose of waste in appropriate manner. Clean and maintain waste bins. • Working to the school's operational specifications and quality assurance work schedules. • Be able to work as part of a team and act on instructions from senior staff. • To wear appropriate protective clothing including rubber gloves. • Attending appropriate training courses/training as requested. • To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • To contribute to the overall ethos/work/aims of the school.

- To appreciate and support the role of other professionals.
- To ensure promotion and support of Equal Opportunities and Health & Safety
- To undertake any other duties that are commensurate with the post

Some manual handling and lifting may be required as part of the role

Relationships

The postholder will be required to work flexibly to deliver an efficient service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Physical Conditions

The post is currently based at Whingate Primary School

Whingate is all situated on the ground floor

This post is subject to an enhanced Disclose and Barring Service check.

The school operates a non-smoking policy.

Safeguarding

Whingate Primary School recognises that safeguarding encompasses the duties of child protection and promoting the rights and welfare of children. As such it is everyone's responsibility to safeguard children and provide a safe environment in which children can learn.

Prospects

Promotion

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training

The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.

QUALIFICATIONS

Applicants should ideally have previous cleaning experience. A good standard of spoken and written English, together with effective reading skills, is essential for health and safety purposes, including the safe use of cleaning products and the ability to read and follow instructions on chemical labels.

Job Description Prepared / Reviewed by:

Date:

Job Description Approved by:

Date: