

# SHEVINGTON HIGH SCHOOL

*Life is What You Make It!*



## Cleaner

## Application Pack



## Ofsted 2026

*"Staff enjoy coming to work here."*

*"They are positive about the support leaders provide to reduce their workload and improve their wellbeing."*

*"They appreciate the highly individualised professional learning they receive. This helps them to continually improve."*

*"Leaders, staff and pupils share the view that Shevington includes everyone. This ethos runs through every strand of school life."*

## Message from the Headteacher

Many thanks for your interest in this post and in joining Shevington High School. I hope the information in this pack gives you a clear sense of who we are, what we value and what it is like to work as part of our school community.

Shevington High School is a successful, popular, and ambitious 11-16 community school located in the village of Shevington, just three miles from Wigan town centre and only minutes from the M6 motorway. We are smaller than the average secondary school, which allows us to know our pupils well, build strong relationships and create a genuine sense of community. The school is oversubscribed, with strong demand for places.

Over recent years, Shevington has continued to grow and improve. There has been significant investment in the school, alongside a clear focus on raising standards, strengthening teaching, and learning, and ensuring that every pupil is supported to succeed. We are proud of the progress the school has made and remain ambitious for what comes next.

Shevington is a thriving and vibrant school with a clear commitment to inclusion, high expectations and continual improvement. We work hard as one team to support pupils from a wide range of starting points, helping them to achieve well academically and develop the confidence, character and skills they need for the future.

At the heart of our approach is the belief that pupils should be active participants in their own learning. We place student agency at the centre of school life through high-quality teaching, personalised support and a curriculum that is carefully planned, ambitious and responsive to pupils' needs. Our work in this area has been shaped over several years through our partnership with Kunskapsskolan Schools in Sweden, and we are proud to be recognised as a KED-inspired school.

We also have a well-established digital strategy that supports learning across the curriculum. Pupils use digital devices and Google Classroom to enhance their learning, develop independence and build the skills they will need in an increasingly digital world.

A distinctive feature of life at Shevington is our coaching programme. We see coaching as central to personalised learning and to helping pupils take ownership of their progress. Pupils meet regularly in small coaching groups, where they are supported to set goals, reflect on their learning, and develop the habits needed to become confident, independent and successful young people.

Shevington High School is a school with a strong sense of direction, a committed staff team and a deep belief in the potential of every pupil. If you share our values and are excited by the opportunity to contribute to the next stage of our journey, I would be delighted to receive your application.

# Cleaner

30 hours per week, term time only  
(Monday–Friday 09:00-15:30 hrs)

Salary: G2 (scp 4)  
£17,600.02 term-time pro-rata (£13.48 per hour)

Required as soon as possible  
Closing date: Sunday 13th September 2026  
Interviews: To be confirmed

We are looking to appoint a dedicated and enthusiastic Cleaner to join our friendly and supportive Site Team. Working closely with the Site Manager and Caretakers, you will play an important role in creating a clean, safe and welcoming environment where students, staff and visitors can thrive.

This is a varied and rewarding position, ideal for someone who takes pride in their work and enjoys being part of a busy school community. In addition to maintaining high standards of cleanliness, you will support the wider life of the school through event preparation, housekeeping duties and assisting with the smooth day-to-day running of our facilities.

We are seeking someone who is:

- Professional, positive and proactive, with the ability to build strong working relationships with colleagues and staff.
- Able to work effectively both independently and as part of a team.
- Flexible, adaptable and keen to contribute ideas that improve current practices.
- Committed to safeguarding children and supporting the wellbeing of the whole school community.

This is an excellent opportunity for someone looking to develop their experience in cleaning and facilities management while benefiting from the work-life balance and sense of purpose that comes with working in a school environment.

No two days are the same, and the role would suit an organised, practical individual who enjoys variety and values making a visible difference every day.

## **Key responsibilities include:**

- Cleaning a range of areas across the school during the day to maintain high standards of hygiene and presentation.
- Responding promptly to cleaning and housekeeping needs as they arise.
- Replenishing consumables and monitoring stock levels.
- Supporting the Site Team with duties such as preparing facilities for school events.
- Assisting with the organisation of events, including room set-up and hospitality arrangements.
- Providing a laundry service and supporting specialist cleaning areas, including the Food Technology room.
- Taking part in deep-cleaning programmes during school holiday periods.
- Building positive relationships with colleagues, students, parents and visitors.

You will need recent, relevant experience within a cleaning or facilities environment and a good understanding of hygiene standards, cleaning routines and the prevention of cross-contamination, etc.

Experience of working in a school setting would be an advantage, although this is not essential.

We are looking for a flexible, reliable and proactive team player who can manage a range of tasks in a busy environment. Occasional evening work may be required to support school events.

Above all, we are seeking someone who wants to make a genuine contribution to school life. If you are personable, committed and take pride in creating environments where young people can flourish, we would be delighted to hear from you.

Further information about the role, including key responsibilities and the skills and experience required, can be found in the job description and person specification below.

### **Salary & Benefits**

In return, we offer:

- Children of staff are included as one of the priorities on our admissions criteria for those wishing to support an application for their child to the school.
- Induction for all new staff
- Commitment to employee Health and Wellbeing including dedicated Employee Assistance Programme
- Rewards and Recognition Scheme
- Cycle to Work Scheme
- Dedicated Staff Wellbeing team and School Workload Charter

The school reserves the right to interview and appoint this position ahead of any advised application closing date should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.

As part of our safer recruitment procedures, an online search will be undertaken on shortlisted candidates in accordance with Keeping Children Safe in Education (KCSIE) 2026.

**Applications to be returned to Mrs L Thompson via email at  
[ltompson@shevingtonhigh.org.uk](mailto:ltompson@shevingtonhigh.org.uk)  
or returned to the School Office for the attention of Mrs L Thompson.**

# Cleaner

## Job Description

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |        |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------|
| <b>Job purpose:</b>            | <p>To provide a high-quality, efficient and effective cleaning and housekeeping service across the school, ensuring that allocated areas are maintained to a consistently high standard of cleanliness, hygiene and presentation.</p> <p>The postholder will work as part of the school's premises/cleaning team and will undertake duties as directed by the Site Manager, contributing to a safe, welcoming and positive environment for pupils, staff and visitors.</p> |                   |        |
| <b>Reporting to:</b>           | Site Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |        |
| <b>Responsible for - Staff</b> | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                   |        |
| <b>Liaising with:</b>          | Headteacher, Senior Leadership Team, Site Manager, teaching staff, non-teaching staff, pupils and visitors as appropriate.                                                                                                                                                                                                                                                                                                                                                 |                   |        |
| <b>Grade of post:</b>          | G2                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Gauge ref:</b> | A23338 |
| <b>Disclosure level:</b>       | Enhanced                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                   |        |

### Job Outline

#### Cleaning and Housekeeping

- Undertake routine cleaning duties within allocated areas of the school, maintaining agreed standards of cleanliness, hygiene and presentation.
- Clean corridors, toilets, communal areas and other designated spaces as required.
- Respond appropriately to spillages, accidents, damage or other incidents within allocated areas and report these to the Site Manager or appropriate member of staff.
- Operate cleaning equipment safely and effectively, using appropriate materials and products for the task.
- Use cleaning chemicals and materials in accordance with manufacturers' instructions, school procedures and COSHH requirements.
- Replenish cleaning materials and other consumables as required.
- Collect, segregate and dispose of waste safely and appropriately.
- Undertake basic cleaning and housekeeping records where required.
- Carry out periodic and deep-cleaning duties, including during school closure periods.
- Identify and report hazards, defects, damage or maintenance requirements promptly to the Site Manager or appropriate person.
- Report faulty, damaged or unsafe cleaning equipment and do not use equipment that presents a risk to health and safety.
- Ensure cleaning equipment and storage areas are kept clean, secure, tidy and safe.
- Support the school in maintaining a clean, hygienic and welcoming environment for pupils, staff and visitors.

**Health, Safety & Safeguarding**

- Comply with all relevant school policies and procedures, including health and safety, safeguarding, infection control, COSHH, manual handling, fire safety and emergency procedures.
- Take reasonable care of your own health and safety and that of others who may be affected by your work.
- Follow safe working practices when handling cleaning equipment, chemicals, waste and other materials.
- Report accidents, incidents, hazards and safeguarding concerns promptly through the appropriate channels.

**General Responsibilities**

- Carry out duties efficiently, effectively and economically, making appropriate use of the school's resources.
- Work positively and cooperatively as part of the school team.
- Maintain high standards of professionalism, reliability, confidentiality and customer service.
- Contribute to the school's positive ethos and help maintain a safe, inclusive and welcoming environment.
- Take responsibility for maintaining and developing knowledge and skills relevant to the role.

**Other Specific Duties**

- Undertake duties in the most effective, efficient and economical manner.
- Participate fully in relevant training, staff review and development/appraisal process.
- Undertake other reasonable duties commensurate with the grade and responsibilities of the post.

**Health and Safety Training**

- To undertake Health and Safety Training on areas within the designated work area.
- Undertake statutory and mandatory training relevant to the role, including safeguarding and health and safety training.

# Cleaner

## Person specification

|                                                                                                                                                        | Essential | Desirable | Source<br>A = Application<br>I = Interview<br>R = References<br>T = Task/Observation<br>P = Presentation |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|----------------------------------------------------------------------------------------------------------|
| <b>A. Experience</b>                                                                                                                                   |           |           |                                                                                                          |
| Experience of cleaning and maintaining the cleanliness of buildings or other premises.                                                                 | E         |           | A,I,R                                                                                                    |
| Experience of working effectively within a team                                                                                                        | E         |           | A, I, R                                                                                                  |
| Experience of following established procedures and working to agreed standards.                                                                        | E         |           | A, I, R                                                                                                  |
| Experience of working in a school                                                                                                                      |           | D         | A, I                                                                                                     |
| Experience of working in an environment where safeguarding, confidentiality and professional conduct is important.                                     |           | D         | A, I                                                                                                     |
| Previous experience of working with children of a relevant age                                                                                         |           | D         | A, I                                                                                                     |
| <b>B. Training and Qualifications</b>                                                                                                                  |           |           |                                                                                                          |
| Relevant cleaning, housekeeping, facilities or premises qualification at Level 1 or above, or equivalent relevant experience.                          |           | D         | A                                                                                                        |
| Willingness to undertake relevant training, including COSHH, health and safety, manual handling, safeguarding and other training required for the role | E         |           | A, I                                                                                                     |
| Willingness to undertake training and maintain competence in the safe use of relevant cleaning equipment.                                              | E         |           | A, I                                                                                                     |
| <b>C. Knowledge and Understanding</b>                                                                                                                  |           |           |                                                                                                          |
| <i>Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.</i>                               |           |           |                                                                                                          |
| Understanding of the importance of maintaining high standards of cleanliness and hygiene.                                                              | E         |           | A, I                                                                                                     |
| Basic understanding of COSHH and the safe handling and storage of cleaning chemicals.                                                                  | E         |           | A, I                                                                                                     |
| Basic understanding of workplace health and safety requirements, including safe moving and handling practices.                                         | E         |           | A, I                                                                                                     |
| Awareness of the importance of reporting hazards, defects, accidents and safeguarding concerns promptly.                                               | E         |           | A, I                                                                                                     |
| <b>D. Personal Skills, Abilities and Competencies</b>                                                                                                  |           |           |                                                                                                          |
| <i>Applicants should be able to provide evidence that they have the necessary skills and abilities required.</i>                                       |           |           |                                                                                                          |

|                                                                                                                              |   |  |         |
|------------------------------------------------------------------------------------------------------------------------------|---|--|---------|
| Ability to carry out cleaning duties to a consistently high standard.                                                        | E |  | A, I    |
| Ability to safely use cleaning equipment and materials relevant to the role, or willingness to learn.                        | E |  | A, I    |
| Ability to follow instructions, procedures and agreed cleaning schedules.                                                    | E |  | A, I    |
| Ability to complete basic paperwork                                                                                          | E |  | A, I    |
| Ability to prioritise own workload                                                                                           | E |  | A, I    |
| Ability to recognise the importance of ensuring a secure and safe environment                                                | E |  | A, I    |
| Ability to work independently and as part of a team                                                                          | E |  | A, I    |
| Commitment to promote a positive ethos within the school                                                                     | E |  | A, I    |
| Ability to work in accordance with the schools health & safety policies                                                      | E |  | A, I    |
| Reliable, punctual and committed to maintaining good attendance                                                              | E |  | A, I, R |
| Willingness to seek expertise, guidance and advice when necessary                                                            | E |  | A, I    |
| Committed to maintaining professional standards and representing the school positively                                       | E |  | A, I    |
| <b>E. Legal Issues</b>                                                                                                       |   |  |         |
| Legally entitled to work in the UK                                                                                           | E |  | A, R    |
| Successful completion of the school's safer recruitment checks, including an Enhanced DBS check where required for the post. | E |  | A, R    |

### **Safeguarding Statement**

The school is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment and to comply with the school's safeguarding policies and procedures. The successful applicant will be subject to the appropriate pre-employment and safer recruitment checks, including an Enhanced DBS check where applicable.

### **Review of Job Description**

This job description is not exhaustive and may be reviewed and amended in consultation with the postholder to reflect the changing needs and priorities of the school. The postholder may be required to undertake other reasonable duties commensurate with the grade and nature of the post.