



THE DIOCESE  
OF GLOUCESTER  
ACADEMIES TRUST  
*unlocking potential*



Cleaner

Recruitment Pack

St John's C of E Primary Academy





Dear Applicant,

Thank you for your interest in the post of Cleaner.

St John's CofE Academy is part of a wider family of schools. Originally established in 2012 as one of the first Diocesan Multi-Academy Trusts, The Diocese of Gloucester Academies Trust is now recognised as a successful and growing Trust. There are currently 24 primary schools within the Trust family, including 22 church schools and two community schools.

I hope the information enclosed in this pack, along with the job description and person specification will provide you with a helpful context for this role. You may also find our school website - [www.stjohns-academy.co.uk](http://www.stjohns-academy.co.uk) - and the Trust website - [www.dgat.org.uk](http://www.dgat.org.uk) - useful sources of information.

If you would like an informal chat to inform your decision about applying for the role I would be pleased to hear from you. I'm sure you will find that we have much to offer. Details of how to contact me can be found on page three of this pack.

The closing date for completed applications is 24<sup>th</sup> April. Interviews are scheduled to take place on 27<sup>th</sup> April.

To submit your application please email the completed form to [recruitment@dgat.org.uk](mailto:recruitment@dgat.org.uk) before the closing date.

Yours faithfully

Emma Mignaud  
Headteacher



The Diocese of Gloucester Academies Trust seek to appoint

### **Cleaners (2 positions)**

St John's C of E Academy is a primary school in Coleford, Forest of Dean. We are a welcoming school with a supportive parent community.

We are seeking two cleaners to ensure the cleanliness of the school on a daily basis.

These positions are both for 10 hours a week, Monday to Friday 3:10pm-5:10pm. They are term-time (38 weeks), **plus** an additional four weeks for holiday deep cleaning.

The posts are permanent positions and will be offered at Grade 2, scale point 3.

The successful candidates will be expected to carry out a full range of duties to provide high standards of cleanliness off the school premises. We are seeking applicants who are team players with good communication skills, a high level of commitment and initiative. The appointed people will work closely with the Business Manager and premises team.

An application form and recruitment pack are available to download from our school website or from the DGAT website: [www.dgat.org.uk/vacancies](http://www.dgat.org.uk/vacancies)

The closing date for applications is noon on Friday 24th April 2026. Applications should be sent electronically to [recruitment@dgat.org.uk](mailto:recruitment@dgat.org.uk).

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check.

Closing date for applications is **24<sup>th</sup> April 2026**.



**Other information that might help you decide if this is the role for you**

Usual working days and times:	Monday to Friday 3:10pm - 5:10pm
Work environment	School site
Dress code:	Casual
Employee benefits:	Free and confidential employee assistance programme available 24/7  High quality professional development – please see the DGAT Continuous Professional Development and Learning Brochure for more information here: <a href="https://www.dgat.org.uk/cpdl-and-events">https://www.dgat.org.uk/cpdl-and-events</a>  A range of clear and supportive policies.

Please note:

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate. The Trust also requires consent from applicants to carry out online searches of publicly available information, including social media, prior to interview.

All posts are subject to satisfactory references.



## Background Information

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty-one primary, one junior and two infant schools within the Trust. Twenty-two of the schools have Church of England designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

### *Our vision is to enable all to flourish.*

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

### *Our aims are to be:*

- Authentically Christian
- Boldly passionate about excellence in learning
- Relentlessly driven in our aspiration for everyone

### *Our core principles:*

- We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
- Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
- We act with integrity; we are open to challenge and we are reflective about our practice
- We treat everyone with dignity and respect
- Through collaboration, in a nurturing community, we grow, learn and achieve

### *School is Trust and Trust is School*

In order to support our family of schools, DGAT provides the following support:

- School Improvement
- Christian Character



- HR and Legal
- Finance and Business
- Premises and Insurance
- Compliance and GDPR
- Governance

## Job Description

Job Title:	Cleaner
Responsible to:	Headteacher
Line Management:	Headteacher
Contract Type:	Part-time, permanent (38 school weeks plus 4 weeks holiday cleaning)

## Overall purpose of this post

The Cleaner is required to ensure that the school has high standards of cleanliness and any maintenance of the school premises is reported swiftly.

The post-holder will be required to exercise his/her skills and judgement to carry out the duties set out below.

General Requirements of this post:

- To be accountable to the Head Teacher for their duties and responsibilities and interact on a professional level with all colleagues.
- To contribute to the overall ethos and work aims of the school
- To carry out all duties in accordance with the school's Equal Opportunities and Health and Safety policies and must be aware of and comply with policies and procedures relating to safeguarding and child protection, confidentiality and data protection, reporting all concerns to an appropriate person.

## KEY TASKS

### Regular (day to day)



- Vacuum floors in the classrooms, corridors, offices and communal areas
- Mop vinyl floors in classrooms and staffroom
- Clean tables in every classroom, breakout space, wraparound care room and offices
- Clean sinks
- Clean and mop toilets
- Empty bins as necessary

### **Weekly**

- Clean windowsills and skirting boards
- Clean all chairs
- Clean teacher desks and all surfaces e.g. shelving, toy storage compartments, bookcases

### **Other Duties**

- Report any site issues for any maintenance work or projects
- Clean any ad hoc areas that need it

### **In Addition**

- Attend and participate in meetings and/ or appropriate CPD as required.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection, GDPR, reporting any concerns to an appropriate person
- To undertake any other duties commensurate with the duties/ responsibilities / grade of the post as required for the efficient running of the school

### **Other**

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within their skills and abilities, commensurate with the post's banding and whenever reasonably instructed.



Diversity, equity, and inclusion are at the core of who we are. Our commitment to these values is central to our vision and to our impact. We know that having varied perspectives that are representative of the communities we serve helps generate better ideas to solve the complex problems of a changing and increasingly diverse world.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

## Person Specification

	Essential	Desirable
<b>Personal Values</b>		
Committed to actively promoting the Christian ethos and values of the school	x	
Committed to the school's vision	x	
<b>Qualifications</b>		
Educated to a satisfactory standard in order to communicate effectively, both written and oral	x	
Average English and Maths qualifications		
Computer literacy, with good working knowledge of ICT including Internet,		x



Microsoft office suite and emails		
<b>Experience</b>		
Previous Cleaning Experience	<b>x</b>	
Knowledge of cleaning techniques	<b>x</b>	
Understanding of Health & Safety regulations, including COSHH	<b>x</b>	
Awareness of safeguarding and child protection	<b>x</b>	
Experience of working as part of a team	<b>x</b>	
Experience working within an educational environment		<b>x</b>
<b>Skills and abilities</b>		
Ability to work independently with minimal supervision and manage time effectively	<b>x</b>	
Ability to work as part of a team	<b>x</b>	
Good communication skills including understanding written and verbal instructions.	<b>x</b>	
Physical fitness to perform tasks such as lifting, carrying, bending and pushing cleaning trolleys/vacuums.	<b>x</b>	
High standards of cleanliness and attention to detail.	<b>x</b>	
Assess the quality of others' work, and support		<b>x</b>



and advise where necessary		
Anticipate and reduce risk where possible		<b>x</b>
Devise a suitable record-keeping system for monitoring expenditure and stock level		<b>x</b>
Develop more efficient and cost-effective ways of working		<b>x</b>
Show knowledge and understanding of Health and Safety regulations.		<b>x</b>
<b>Personal qualities &amp; attitudes</b>		
Be reliable, trustworthy and honest – supporting the ethos of the school.	<b>x</b>	
Be flexible, adaptable and committed to maintaining and improving standards	<b>x</b>	
To be a proactive member of the school community	<b>x</b>	
A commitment to maintaining a safe and clean environment.	<b>x</b>	
An interest in professional self-development.		<b>x</b>
A willingness to contribute to the wider life of the school.		<b>x</b>