



**Whitworth Park  
Academy**



**Cleaner**

Start Date: ASAP

**Children at the heart of everything we do**

# Welcome from the Headteacher

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Thank you for your interest in Whitworth Park Academy. It is a privilege to lead this wonderful school. We are successful and popular. Whitworth Park is at the heart of the local community where we are proud to serve Spennymoor and County Durham.

Our success has attracted more children to our school. As we increase in size, we intend to build upon our success and are therefore recruiting outstanding professionals to join our team.

Whitworth Park Academy provides an education that truly transforms lives. We ensure that children have the knowledge, skills, qualifications and experiences that allow them to have choices for their futures. As an academy we support the whole child and every child to reach and surpass their potential ensuring they are happy, valued, supported and successful. We maximise the time we spend together and provide life changing, extraordinary educational experiences for our children.

Each school day is built around our core values of **kindness, diligence** and **respect**. We are very clear on what drives and motivates both children and staff at our school. We have a clear **purpose**. We aim for **mastery** – the desire to ‘be better’ at the things that matter. **Autonomy** drives us. Staff and children take responsibility to direct their own lives and have a clear voice in the direction of our school.

If you share this ethos and feel that you are able to contribute to our clear mission then I encourage you to contact the school, arrange a visit and apply for this position.

**Whitworth Park Academy is a successful, welcoming and caring school. We are a ‘World Class School’ and currently rated ‘Good’ by OFSTED**

Whitworth Park Academy is part of the Advance Learning Partnership (ALP) family of schools. The Academy is situated in a semi-rural location within easy reach of the cities of Durham and Newcastle-Upon-Tyne. Spennymoor is also ideally located for access to the A1M which is situated close by whilst house prices are moderate when compared to the National average.

Whitworth Park is a warm, welcoming and hardworking community striving for putting ‘Children at the heart of everything we do.’ We want children to leave school having maximised their academic progress but also with the social and personal skills needed to extract the maximum from what the world has to offer them. The school offers a broad and balanced curriculum and is committed to offering the highest quality learning experience to all of its children. We expect children to achieve the very best they can within a friendly and welcoming environment which inspires them to strive for and reach their full potential, no matter what their abilities or talents.

We have high expectations of ourselves and that is applied to all our pupils because they are here to learn. We are proud of our school and will ensure we do all we can to recognise and celebrate individual pupil achievements.

**Stuart Dixon**  
Headteacher

# Why work for **Advance Learning Partnership**

Advance Learning Partnership (ALP) is a child-centred, forward-thinking organisation where people truly matter. If you're looking for a role in a workplace that values collaboration, innovation, and professional growth, ALP offers the perfect opportunity to thrive.

## A Culture of Excellence and Collaboration

- Our ethos, *'Your child is our child,'* underpins everything we do. We're proud to provide an environment where every decision prioritises the success of our children and the wellbeing of our team.
- As a **Times 100 Best Places to Work 2024** and **Investors in People Platinum Employer**, we are committed to creating a supportive and inclusive workplace. We were proud to be named **Medium Employer of the Year 2024** by Investors in People, highlighting our dedication to our employees.

## Exceptional Benefits

- Pension Scheme with Generous Employer Contributions
- Flexible and Hybrid Working Opportunities
- Generous Annual Leave Entitlement
- Family-Friendly Policies

## Wellbeing First

- Employee Assistance Programme including counselling and financial wellbeing advice.
- Health and Wellbeing Support including benefits like mental health support, physiotherapy, free flu jabs, and 24/7 GP services.
- Occupational Health Services ensuring you're looked after both physically and mentally.

## Investing in Your Development

- Professional Growth: We're passionate about helping our staff develop. From bespoke CPD programmes to leadership pathways, we'll support you to achieve your career goals.
- Leadership Opportunities: Whether you're just starting out or ready to take the next step, we offer leadership development programmes to help you succeed.

## Added Benefits

- Discount Schemes: Enjoy savings on shopping, travel and entertainment.
- Salary Sacrifice Options which include our electric car and cycle-to-work schemes.

## Why Now?

This is an exciting time to join ALP. We are a growing organisation with a clear vision for the future, and our commitment to excellence means you'll be working in a dynamic, inclusive and forward-thinking environment.

At ALP, your contribution will make a real difference—not only to the lives of our children but also to your own personal and professional growth.

Join us and be part of something truly special.

# The Cleaning Department

"An exciting opportunity has arisen at Whitworth Park Academy, as we require 2 cleaners to be responsible for the day-to-day cleaning of a high class, state of art academy.

Whitworth Park Academy is at the heart of the community and plays an important part of children's development.

Our new school building is a vibrant learning environment, a welcoming and safe place to learn driven by high expectations. We strive as a team to inspire confidence, develop resilience, promote democracy and give children a voice to be heard, recognising only the best is good enough."

## The Person

- Exhibits the highest of expectations.
- Demonstrates exceptional listening skills and outstanding verbal and written communication abilities.
- Displays outstanding expertise in organisational and time management skills, ensuring efficiency and effectiveness in all tasks.
- Exemplifies the values and ethos of the Trust as a positive role model.
- Collaborates as a team player, demonstrating flexibility and commitment to contributing actively to a full program of extra-activities.
- Exhibits excellent people management skills.

## Job Description

|                       |                                                       |
|-----------------------|-------------------------------------------------------|
| <b>JOB TITLE</b>      | Cleaner                                               |
| <b>CONTRACT TYPE</b>  | Permanent<br>Whole time<br>2 Cleaning roles available |
| <b>ACCOUNTABLE TO</b> | Subject Leader / Senior Leadership Team               |
| <b>HOURS</b>          | 12.5 hours per week                                   |
| <b>GRADE</b>          | Grade 1 SCP 3                                         |
| <b>SALARY</b>         | Actual - £8,377.03                                    |
| <b>REQUIRED</b>       | ASAP                                                  |

## RESPONSIBILITIES OF ALL POST HOLDERS

### ETHOS

**Employees are expected to support and contribute to the school ethos.**

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. This post is subject to signing our ICT Employee User Policy and having a satisfactory Enhanced DBS Certificate.

### GENERAL EXPECTATIONS

**Employees will:**

- Contribute effectively to the work of the school and to the achievement of the 'School Improvement Priorities'.
- Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage employees and pupils to follow this example.
- Follow school policy regarding care, support and supervision of pupils.
- Attend training and development activities and courses, ensuring continuing, personal and professional development.
- Contribute to a welcoming school culture by promoting mutual respect for all.
- Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- Work as a team member.
- Act as a role model to pupils in speech, dress, behaviour and attitude.
- Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

## RESPONSIBILITIES FOR ALL SUPPORT EMPLOYEES

### Support staff will:

- Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through their role within the structure.
- Model the values, ethos and vision of the Trust.
- Contribute to the overall ethos, work and aims of the Trust.
- Maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.
- Attend relevant meetings as required.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.
- Be aware of, and support, difference, ensuring that all pupils have access to opportunities to learn and develop.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- Attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

## RESPONSIBILITIES FOR ALL CLEANERS

### All Cleaners will:

- Lock /unlock school buildings and areas when required as a designated keyholder, ensuring the site is accessible when needed and secured correctly, following appropriate procedures, when not in use.
- Assist in providing a clean, safe environment.
- Ensure all waste bins are emptied, and refuse is removed and taken to the designated disposal point to ensure the site is clean and tidy and meets with health and safety requirements.
- Clean all furniture and fittings including ledges, pipe work and radiators ensuring high standards of cleanliness and hygiene are met and maintained.
- Clean all sanitary fixtures and fittings including the lavatories, washroom facilities and showers etc., ensuring all areas are maintained to the required standards of health and safety, reporting any damage or broken facilities, or other maintenance issues to the appropriate member of staff.
- Carry out vacuuming in all carpeted areas ensuring correct use, carrying and storage of equipment.
- Clean all other floor areas appropriately i.e. sweeping, mopping, polishing etc.
- Ensure wet floor Health & Safety hazard signs are used when required to ensure wellbeing of staff/students is maintained.
- Use floor scrubbing machines when required, following correct operating procedures to ensure personal and others safety and wellbeing.
- Assist in the whole school clean during school closure as per the school cleaning programme.
- Check windows and doors are free from damage and closed after cleaning has been carried out to ensure the facilities are locked and secured appropriately.
- Provide cover on other sections / areas of the school when necessary.

## CONDITIONS OF THIS POST

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/ or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To carry out duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed.

**The above list of duties and responsibilities are not an exhaustive definition of all tasks associated with the post.**

## Person Specification

|                                 |                                                                                                                                           | Essential | Desirable |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| APPLICATION                     | Fully supported in references.                                                                                                            | *         |           |
|                                 | Fully completed application form which details previous experience and provides further information about relevant experience and skills. | *         |           |
| QUALIFICATIONS AND EXPERIENCE   | Willingness to undergo training relevant to the post.                                                                                     | *         |           |
|                                 | Manual handling training.                                                                                                                 |           | *         |
|                                 | COSHH training.                                                                                                                           |           | *         |
|                                 | Working as part of a team.                                                                                                                | *         |           |
|                                 | Competence in carrying out general cleaning tasks.                                                                                        | *         |           |
|                                 | Awareness of health and safety issues.                                                                                                    | *         |           |
|                                 | Working in a school setting / environment.                                                                                                |           | *         |
| KNOWLEDGE, SKILLS AND ABILITIES | Able to work in a busy and demanding environment.                                                                                         | *         |           |
|                                 | Be articulate and able to converse confidently in a pleasant and professional manner.                                                     | *         |           |
|                                 | The ability to communicate both orally and in writing.                                                                                    | *         |           |
|                                 | Be prepared to undertake training in health and safety, safeguarding, fire procedures and all other relevant legislations.                | *         |           |
|                                 | Flexible approach to work.                                                                                                                | *         |           |
|                                 | Ability to be punctual.                                                                                                                   | *         |           |
|                                 | The ability to solve problems logically.                                                                                                  | *         |           |
|                                 | The ability to work as an effective member of a team.                                                                                     | *         |           |
|                                 | Ability to prioritise and the flexibility to adapt where necessary.                                                                       |           | *         |
|                                 | Commitment to the school and the ability to cope well with change.                                                                        |           | *         |
| PERSONAL ATTRIBUTES             | Self-motivated.                                                                                                                           | *         |           |
|                                 | Smart appearance.                                                                                                                         | *         |           |
|                                 | Positive approach to the benefits of play                                                                                                 | *         |           |
|                                 | Positive attitude and enthusiastic approach.                                                                                              | *         |           |
|                                 | The ability to enhance play through planning in the moment.                                                                               | *         |           |

**Assessment against the criteria above will be through the application form, letter of application, work related assessments, interview process and references.**

# Application Guidance

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. Applications received after the closing date/time will not be considered.

Please ensure you also complete and return the required DCCR form. Completed applications must be received by the school by **9am, Monday 21<sup>st</sup> September 2026 addressed to:**

**Whitworth Park Academy  
Whitworth Lane  
Spennymoor  
County Durham  
DL16 7LN**

or by e-mail to the Office Manager, Mrs G. Stockill at: [g.stockill@whitworthpark.org.uk](mailto:g.stockill@whitworthpark.org.uk)

## AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks, please assume that you have been unsuccessful on this occasion.

# Shortlisted Candidate Guidance

## REFERENCES

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

## DBS

Advance Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

## DIGITAL CHECKS

Online searches may be conducted as part of the Trust's due diligence checks. [Section 226. KCSIE 2025.](#)

## PRE-OCCUPATIONAL HEALTH

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

## EQUAL OPPORTUNITIES

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.

As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.