



Information Pack

Evening Cleaner

Various hours - week days all year round

Permanent role starting as Soon as Possible

Our School

I hope that the information below will help to give you a good understanding of the school and our values.

Cardinal Heenan Catholic High School is a very successful 11-16 school in Leeds. We are heavily oversubscribed in applications each year demonstrating our reputation in the wider community. Our students come from across Leeds, attracting a diverse range of socio-economic backgrounds – we are proud to be a truly comprehensive Catholic school. At Cardinal Heenan we have a strong focus on the personal development of all our students and encourage in everyone a desire to achieve to their full potential in all areas of school life - spiritual, academic, creative, physical and emotional. Whilst valuing and achieving academic excellence through strong academic, vocational and extra-curricular programmes, it is equally important to us that students are able to develop into well-rounded, happy, capable, tolerant, compassionate people who recognise their self-worth and strive to be the best person that they can be and are proud of the school community and environment.

We have an incredible staff team at Cardinal Heenan and colleagues at every level are encouraged to develop their own practice and experience. We are fully committed to developing staff and provide every opportunity for appropriate and effective CPD. You will be joining a school that has a happy, friendly and committed staff, where each member of staff is supported and encouraged to develop professionally. We have excellent links with our local schools and work well together to support the education of the young people in Leeds. We have strong links with the Catholic schools and Academies, colleges and university in Leeds and have a commitment to develop collaborative working through such networks, including building relationships with other site teams to share best practice. Our school is a happy and enjoyable place to work. Colleagues at all levels are supportive and our students are wonderful.

We are lucky to have a fantastic team of specialist teachers and support staff, with a range of experience, who all share an absolute commitment to providing the best possible learning experiences for our children. All our teaching staff have their own specialist teaching rooms which are well looked after and maintained. We are looking for a new member of our team, who is a specialist in this area, who has a love for their work and a desire to inspire and connect with the team. Flexibility, adaptability and a “can do attitude”, combined with excellent communication and organisation skills will help to move the school forward and ensure that our school continues to be a setting to be proud of.

I hope that the details in this pack give you a brief insight into our school community. If you require further details of what our school offers or further information about the role, please email recruitment@cardinalheenan.com or telephone the school on 0113 887 3240.

Thank you once again for taking the time to read this pack.

Mr D Kelly

Headteacher

Evening Cleaner

Various hours per week, all year round, flexible hours.

Permanent starting as Soon as Possible

Scale: B1 Points 4-6 (£25,183 - £25,989) Pro Rata - £13.05p/h - £13.47p/h

Our school is a happy school, where relationships are positive, respect is prevalent, and expectations are high. We challenge all members of our school community to “be kind, try your best and follow the rules” – our students are our greatest asset and never fail to inspire and impress staff and visitors. Staff have high expectations of all students, whatever their starting point; students have the drive and ambition to meet these expectations. Our GCSE results in 2024 were once again amongst the highest in Leeds and we were ranked in the top fifty 11-16 schools in the country in the Sunday Times League Tables, testament to the way that our students and staff have worked together to create a positive, ambitious and caring learning environment.

Governors are seeking to appoint a diligent and reliable Cleaner to join our team. The ideal candidate will be responsible for maintaining cleanliness and hygiene throughout the school. The cleaning team will be essential in ensuring that our facilities are a welcoming and conducive learning environment for our students. If you take pride in your work and have a keen eye for detail, we would love to hear from you.

In return for your hard work, we offer a rewarding and exciting environment where students are keen to learn, and staff are valued and cared for. We enjoy positive working relationships both within the school day and socially. You will be given outstanding support and guidance through regular line management meetings and will be provided with relevant CPD and developmental opportunities.

Further details and Catholic Education Service application form are also available from the school website (www.cardinalheenan.com).

Please note that covering letters are not required and will not be used as part of the shortlisting or selection process. There is a section of the application form where candidates may offer further information to support their application. This can take the form of a letter of no more than two sides of A4.

Closing date: Friday 5 December 2025 at 9:00am

Our school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) disclosure will be sought, along with other relevant pre-employment checks, for the successful applicant.

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

Postholder	Evening Cleaner
Line Manager	Premises Manager / Premises Officer
Salary/Scale of Post	Scale: B1 Points 4-6 (£25,183-£25,989) Pro Rata £13.05p/h - £13.47p/h
Purpose of Post	To be responsible for the general cleaning of the premises in accordance with the high specific standards of the school, under the direction of the Premises Manager and the Premises Officer. To carry out cleaning duties in accordance with safe working practices and work as an effective member of the team to maintain an excellent learning environment for our children and staff
Description of Duties and Responsibilities	Key Responsibilities Health & Safety • To work in a safe and healthy manner for the benefit of all members of the school community, including children, staff and visitors. • To ensure that statutory requirements, codes of practice and procedures relating to the Health and Safety at Work and any other relevant regulations are met in full. • To correctly wear the personal protective equipment supplied in the areas designated for this. • To maintain and be responsible for the safe use and storage of all cleaning materials and equipment used during his/her duties. • To report defects, deficiencies or health and safety related issues to the supervisor in a timely manner • To display appropriate signage to ensure that occupants of the building are aware of any circumstances that may affect their health and safety whilst cleaning operations are taking place. General Operations • Ensure that the right equipment is correctly used in line with training, and the colour coding policy adhered to. • Duties may include cleaning, washing, sweeping, vacuum cleaning, mopping, buffing, emptying litter bins and removing waste to designated disposal points, polishing of designated areas, which can include toilet and associated facilities, fixtures and fittings, using the necessary powered equipment, where appropriate and with relevant training • To ensure correct and efficient use of all cleaning equipment, supplies and materials <u>Human Resources</u> • Ensuring correct procedures are followed concerning HR policies and procedures.

General

- Update records of tools, equipment and supplies in your area.
- Assist and direct visitors as required in a positive, helpful and courteous manner.
- Undertake any necessary training as determined by the Premises Manager.
- Undertake any other relevant duties, as reasonably required.
- Monitor and react to work related e-mails.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities.
- Ensure that the promotion of positive relationships of trust and care are considered a priority. The Cleaning Team work as an essential part of the wider school team and will maintain a close working relationship with other colleagues.
- Adhere to all the school's policies, rules and procedures, including safeguarding, financial regulations and procedures and Health & Safety regulations.
- Support, encourage and contribute to the School's Mission Statement and ethos.
- Participate proactively in performance management arrangements.

Other

- Undertake any responsibilities commensurate with the scale and responsibilities of the post as directed by the Premises Manager or the Headteacher.
- A commitment to safeguarding and promoting the wellbeing of all students, in line with school policy and national guidelines.
- Abide by all school policies and procedures.
- Support the school's Catholic ethos.

Relationships

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

There will be regular contact with students, colleagues, other members of staff, line managers and internal and external shareholders / service providers.

Training

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

Person Specification

Selection Criteria	Essential (E)	Desirable (D)	Method of Assessment
	E	D	Application – A Interview – I References - R
Skills			
Ability to use toxic materials in the process of general cleaning	E		A, I
Ability to work constructively as part of a team	E		A, I
To be able to use a variety of cleaning equipment		D	A, I
To be able to operate mechanised cleaning equipment e.g. buffer.		D	A, I
Knowledge and Qualifications			
Willingness to participate in training and development opportunities	E		A, I
Knowledge of using mechanical cleaning equipment		D	A, I
Knowledge of the problems in using toxic cleaning equipment		D	A, I
Experience			
Experience of working in and cleaning large premises	E		A, I, R
Experience of Health and Safety regulations		D	A, I, R
Behavioural and Specific Aptitude			
Willing to carry out all duties having regard to an employee's responsibility under the school's Health and Safety Policies	E		A, I, R
Willing to abide by the school's Equal Opportunities Policy in the duties of the post, and as an employee of the school	E		A, I, R
An ability to respect sensitive and confidential work.	E		A, I, R
Commitment to own personal development and learning	E		A, I, R