



Oaklands School

"The best for all, the best from all"

Montgomery Way, Winsford, Cheshire CW7 1NU



School Cleaner

Part Time

15 hours per week

Permanent

Grade 2 Post

Candidate Application Pack



Oaklands School

"The best for all, the best from all"

Montgomery Way, Winsford
Cheshire, CW7 1NU
Telephone: 01606 551048

Head Teacher: Neil Oxley

30th September 2026

Dear Colleague

Reference: School Cleaner – appointment to start ASAP
Grade 2 – 44 weeks per year – 15 hours – Mon-Fri 5am-8.30am

Could you make a real difference to school attendance and student wellbeing?

We're looking for a reliable and hardworking Cleaner to join our friendly team at Oaklands School in Winsford. As a Cleaner, you'll play an important role in creating a clean, safe and welcoming environment where our pupils can learn, grow and thrive. Your work will make a real difference to the school community every day.

We're looking for someone who:

- Takes pride in their work and has good attention to detail
- Is reliable, responsible and able to work independently
- Cares about maintaining a clean and welcoming environment
- Is keen to be part of a supportive school team

No two days are exactly the same, but every day, your work will matter.

If you're looking for a rewarding role where you can make a positive contribution to the lives of young people, we'd love to hear from you.

Thank you for showing an interest in this important position within our school. I hope that you find sufficient information enclosed to inform your decision and aid your application.

Candidates are welcome to visit the school. Please contact Miss C Shepherd to arrange an appointment.

To apply for this post please complete the enclosed application form and return to school with a covering letter by noon on **Friday 16th October 2026**. Interviews will be held the week following.

The school is committed to safeguarding and promoting the welfare and safety of our children and expects all staff and volunteers to share this commitment. A copy of our safeguarding policy can be found in the School Info/Policy section of our website: www.oaklandsschool.org. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Please be aware it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. In order to comply with the Asylum and Immigration Act 1996 (as amended by S147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. All candidates called for interview must bring with them three forms of identification, preferably driving licence, passport, birth or marriage certificate and a document showing their current address. In addition, it is a requirement that copies of all relevant qualifications should be brought to interview.

I hope you agree that this is a wonderful opportunity to make a positive difference to the lives of many young people and I look forward to receiving your application. Should you require further information prior to completing your application, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'N Oxley', written in a cursive style.

Mr N Oxley
Headteacher



An OFSTED Outstanding School 2013/2014, 2014/2015, 2019/2020 and 2024/2025
www.oaklandsschool.org



INFORMATION ABOUT OAKLANDS SCHOOL

Type of School:	Secondary Special School
School Category:	Community
Age Range of Pupils:	11-17
Gender of Pupils	Mixed
Number on Roll:	178
School Address:	Montgomery Way Winsford Cheshire CW7 1NU
Telephone Number:	01606 551048
E Mail:	c.shepherd@oaklandsschool.org
Appropriate Authority:	Governing Body
Name of Chair of Governors:	Mr John Williamson
Name of Headteacher:	Mr Neil Oxley

CHARACTERISTICS OF THE SCHOOL

Oaklands is a child-centred outstanding school, where pupils learn in a nurturing and happy environment. The caring environment provided by the excellent and supportive staff, enables pupils to achieve to their potential and experience many enriching and positive experiences. The 'can do' attitude and constant strive to improve ensures that Oaklands pupils are given the opportunity to succeed to the best of their ability.

Oaklands School is located in Cheshire West and Chester Local Authority and currently serves the whole of the previous Cheshire County. All pupils have an education and health care plan with moderate learning difficulties stated to be their most significant difficulty. However, a number of pupils also have severe learning difficulties, social, emotional and behavioural difficulties or speech and communication difficulties. In line with their learning difficulties, the attainment of pupils is well below what is expected for their age when they enter the school. There are three classes in each of the five year groups from Year 7 to Year 11, as well as a sixth form, and these are organised largely by academic ability.

"The best for all, the best from all"

The Headteacher/Governing Body seek to appoint with effect from ASAP:

A School Cleaner – Permanent Contract
Grade 2 - 44 weeks per year
15 hours – Mon-Fri 5.00am-8.30am

Oaklands School is a unique secondary school for pupils with moderate and complex learning difficulties. The school is situated in the heart of Cheshire and our home Local Authority is Cheshire West and Chester. ***We are looking for an outstanding practitioner with excellent administration and communication skills and operational knowledge of SIMs including supporting the Headteacher on all attendance issues, to complement our existing team*** . Please see the additional sheet showing the detailed responsibilities relating to this position.

Oaklands is a 2024/2025 OFSTED Outstanding School.

Are you someone who:

Takes pride in their work and has good attention to detail
Is reliable, responsible and able to work independently
Cares about maintaining a clean and welcoming environment
Is keen to be part of a supportive school team

Then we would like to meet you! Please contact Miss C Shepherd, Personnel Officer & Office Manager for an application pack on **01606 551048**. Informal visits to the school are welcomed.

The school is committed to safeguarding and promoting the welfare of our children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Shortlisted candidates will also be subject to an on-line vetting search, and will be required to complete a convictions and cautions declaration prior to interview.

Closing date for applications: Noon on Friday 16th October 2026

JOB DESCRIPTION

JOB TITLE	Cleaner (Secondary School)	JOB REF NO	AAAE5004
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BASIC JOB PURPOSE

Undertake the cleaning of designated areas within the School.

MAIN RESPONSIBILITIES

1	Undertake cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the designated areas (which may include toilets and shower area) and fixtures and fittings, using, where appropriate, powered equipment.
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	

Are there any tasks/duties which the Job Holder carries out only occasionally or at certain times in the year?
If NO, go to next section. If YES, please list them and say how frequently they are performed.

OCCASIONAL TASKS

HOW OFTEN PERFORMED?

Holiday Cleans – thorough cleaning of all areas, carpets shampooed, etc.

**Every school holiday -
6 times per annum**

1 RESPONSIBILITY FOR SUPERVISION/DIRECTION/COORDINATION OF EMPLOYEES

Employees directly supervised by Job Holder **none**

Other Employees supervised by Job Holder (not in a direct line relationship) **none**

Does the job involve supervision, direction or management of people who are not employees? *eg contractors, students on secondment* : **no**

Does the Job Holder develop policy or provide advice and information which impacts on the supervision/direction/coordination of employees? **No**

2 RESPONSIBILITY FOR FINANCIAL RESOURCES

Give details of any direct responsibility for financial resources.

Financial responsibility	Value of the financial resource (p.a.)	How often is the duty performed?
NONE		

Does the Job Holder develop policy or provide advice and information which impacts on financial resources? **No**

3 RESPONSIBILITY FOR PHYSICAL RESOURCES

Physical resource	Nature of responsibility of Job Holder	How often is the responsibility exercised?
Materials: Cleaning materials and small equipment (mops, cloths) etc.	Safe use, dilution of chemicals, storage, alerting Supervisor when stocks get low.	<i>Daily</i>
Equipment: Electrical equipment: Hoover, buffer, shampooer.	Safe use, storage, day to day maintenance and ensuring in safe working order.	<i>Daily</i>
School Buildings: Classroom areas, corridors, toilets, offices, hall and dining areas.	<i>Cleaning and ensuring in tidy and hygienic state.</i>	<i>Daily</i>

Does the Job Holder develop policy or provide advice and information which impacts on physical resources? **No**

4 RESPONSIBILITY FOR IMPACT ON PEOPLE

Task/Duty	Who benefits?	How they benefit?
• Cleaning interior of school buildings. • Reporting of defects and Health and Safety issues to senior staff.	Students, staff, visitors, governors.	Clean, tidy, hygienic and safe environment.

Does the Job Holder develop policy or provide advice and information which impacts on people?

No

5 KNOWLEDGE

Type of knowledge	What knowledge is essential?	Why are these needed?	How is it normally acquired?
Literacy and Numeracy	Ability to read and write; carry out basic calculations	To read instructions, write messages, dilute chemicals.	Basic education.
Specialist knowledge	Knowledge of: • cleaning techniques, • cleaning materials, • electrical cleaning equipment (Hoover, buffer etc.).	To clean interior of buildings to required standards, use/store materials and equipment safely.	Domestic/industrial cleaning experience.
Policies and procedures	Working knowledge of Health and Safety, COSHH and Safer Handling Guidelines.	To ensure work is carried out safely.	On-the-job training and experience.
Organisational	Knowledge of School layout and nature of specific cleaning requirements.	To understand cleaning requirements.	On-the-job training and experience.

How long would it take for a Job Holder to become fully operational?

It is estimated that it would take a few days to understand the basic tasks and approximately one month of supported work to understand the routines, layout, timetable and deadlines associated with the school; plus three months to gain operational competence in the use of equipment.

MENTAL SKILLS

a) What sort of situations/problems does the Job Holder typically have to deal with?

Example

Difficult cleaning problems - stains on carpets and Sellotape on glass etc. The Job Holders would try different products and different cleaning techniques until the problem is satisfactorily resolved.

Example

Failure/breakdown of cleaning equipment – Job Holders would attempt to carry out basic/simple repairs; if unsuccessful/fault too serious, would alert Cleaning Supervisor or Site Maintenance Officer.

b) Give an example of the most difficult or demanding situation/problem the Job Holder has to solve.

Example:

During school holidays, the school is thoroughly cleaned; including shampooing carpets and thorough cleaning of furniture etc. The Job Holders plan the cleaning of their designated area; deciding which rooms to do first, which order to clean within the rooms; their designated area is cleaned within the time schedule and ready for the students on their return to school.

c) Approximately how often would the example in (b) occur?

Several times per annum

Give details below of the mental skills required in the job and reasons why they are needed.

Mental Skill	Why Needed?
Planning	Planning and prioritising holiday cleaning activities.
Problem solving	Difficult cleaning problems, stains, graffiti, chewing gum, etc.
Judgment	Which products to use to satisfactorily carry out cleaning task.

6 INTERPERSONAL AND COMMUNICATION SKILLS ESSENTIAL FOR THE JOB

Skill	Used for?	With whom?
Written: straightforward, factual information	- To write messages. - Equipment failure notes. - Stores requests. - To note H & S concerns.	School Staff, Cleaning Supervisor, Site Maintenance Officer.
Teamwork:	To maintain good, co-operative working relationships and ensure job gets done.	Supervisor, school teaching and support staff, visitors, students, governors.
Oral:	- Passing on information. - Day-to-day communications.	Supervisor, school teaching and support staff, visitors.

7 PHYSICAL SKILLS ESSENTIAL FOR THE JOB

Physical skill	Used for?	Any precision/speed requirements?
Hand/eye co-ordination and dexterity	- To use machinery and cleaning equipment. - To dilute chemicals.	Precision

8 INITIATIVE AND INDEPENDENCE

Allocation of work

a) How is work allocated to the Job Holder?

Set routines and schedules – each Job Holder is responsible for a designated area of the school.

b) What is a typical cycle for allocating work to the Job Holder *eg hourly, daily, weekly?*

Daily; plus some weekly and monthly tasks; plus holiday cleans.

Scope for initiative

c) How much freedom/discretion does the Job Holder have: to change the way work is done?

(e.g. recommending changes in policy, procedures, resources)

If there is a better way of doing things the Job Holders have the freedom to do it as long as this results in the desired end result and does not contravene the school's H & S or other policies. Changes to cleaning products would be recommended to the Supervisor.

to allocate their time to duties?

The Job Holders manage their own time, within the established routines and schedules.

d) What is the level of guidance/instruction available?

Health and Safety, COSHH, relevant School Policies and Procedures and Hygiene Practice.

e) What sort of direction, management or supervision is given to the Job Holder?

There is daily contact with the Supervisor and/or Line Manager, who are on site to give help and assistance if requested.

f) Give three examples of problems or decisions the Job Holder would be expected to deal with themselves without reference to a supervisor/manager. How often do these occur?

Expected problem	Nature of available guidance	Typical Frequency
Removal of graffiti, chewing gum, etc from walls, etc.	Job Holders' experience.	Daily
Removal of damaged furniture, equipment, etc from school rooms, for repair.	Job Holders' experience.	Daily
Unexpected problem	Nature of available guidance	Typical Frequency
Discovery that a room scheduled to be cleaned is locked; Job Holders would need to find a key (eg, from School Reception or Offices).	Job Holders' experience.	Occasional

g) Give two examples of problems or decisions the Job Holder would be expected to refer to their supervisor/manager. How often do these occur?

Problem or decision	Point of referral	Typical Frequency
Teacher or other member of staff requesting specific unscheduled work to be carried out.	Cleaning Supervisor/Site Maintenance Officer/Site Manager.	Occasional
Blocked drains, broken glass, etc that are beyond the scope of the Job Holders.	Cleaning Supervisor/Site Maintenance Officer/Site Manager.	Occasional

9 PHYSICAL DEMANDS

Physical Demand	Typical Duration	How often?	Other details (eg how heavy?)
Standing and walking around building on feet for duration of shift.	Ongoing	Daily	

Lifting and carrying: - Buckets of water, - Tables, chairs and other furniture (to enable cleaning of room), - Black bags of litter.	Short bursts	Daily throughout shift	
Pushing and pulling: electrical equipment – Hoover, Buffer, Shampooer.	Short bursts – up to 1 hour	Daily throughout shift	Awkward and heavy
Physical effort: scrubbing, rubbing, mopping, sweeping.	Short bursts	Daily	
Awkward positions: bending, stretching, twisting, crouching (to clean windows, toilets, spot clean carpets, etc.).	Short bursts	Daily	

10 MENTAL DEMANDS OF THE JOB

Nature of task	Mental Demand	Duration	Frequency
Maintaining building interior in clean, tidy and hygienic condition; awareness of Health and Safety Guidelines.	Alert, attentive, attention to detail – sensory awareness ensuring standards are met.	Ongoing	Duration of shift
Correct and safe mixing of cleaning chemicals.	Concentration/attention to detail.	Throughout shift	Daily

To what extent is the job subject to work-related pressures e.g. regular deadlines, frequent interruptions, conflicting demands?

Nature of pressures/ interruptions	Source	For how long?	How often?
Interruptions	- Interruptions to work flow from staff who request a change of order of room cleaning to enable them to stay later. - Visitors, parents, students, etc.		Occasional
Deadlines	All cleaning tasks to be completed within designated timescale.		

	▪ Holiday cleans – school to be ready for students on return from holidays.		
Conflicting Demands	▪ Classrooms not available for cleaning when scheduled. ▪ Hall/rooms not available when let to community groups. ▪ Holiday cleaning schedules can be disrupted by presence of building contractors.		Occasional

11 EMOTIONAL DEMANDS

Nature of the task being performed by Job Holder.	Behaviour/source of the emotional demand	Frequency (per day/wk/month)
NONE		

12 WORKING CONDITIONS

- a) In what kind of places does the Job Holder normally work (*eg office, library, gardens, clients' homes*)?

If more than one, give approximate proportion of time in each.

Location of work	Proportion of time
School Premises (Internal)	100%

- b) If the Job Holder works outside, are they expected to work regardless of the weather or are alternative arrangements made *eg work on other duties*?

Not Applicable

- c) What unpleasant environmental working conditions or behaviour from other people are met in performing the job? (*See guidance notes for examples*)

Working Condition or Behaviour from other people	How long does it last at any one time?	How often does it typically occur?
▪ Cleaning toilets – bodily waste. ▪ Emptying waste bins. ▪ Dilution of chemicals and use. ▪ Household dust and dirt.	Throughout shift	Daily

- d) What protection is offered (if any) *e.g. against adverse weather (clothing, shelter), against infection, security measures etc.*

The Job Holders are provided with rubber gloves and a uniform/overalls. Guidelines are available on safe working practices.

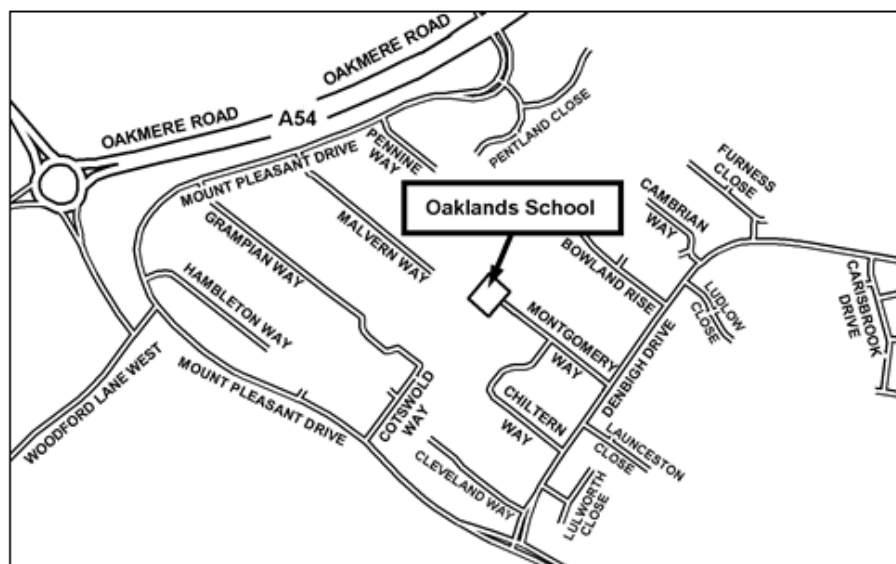
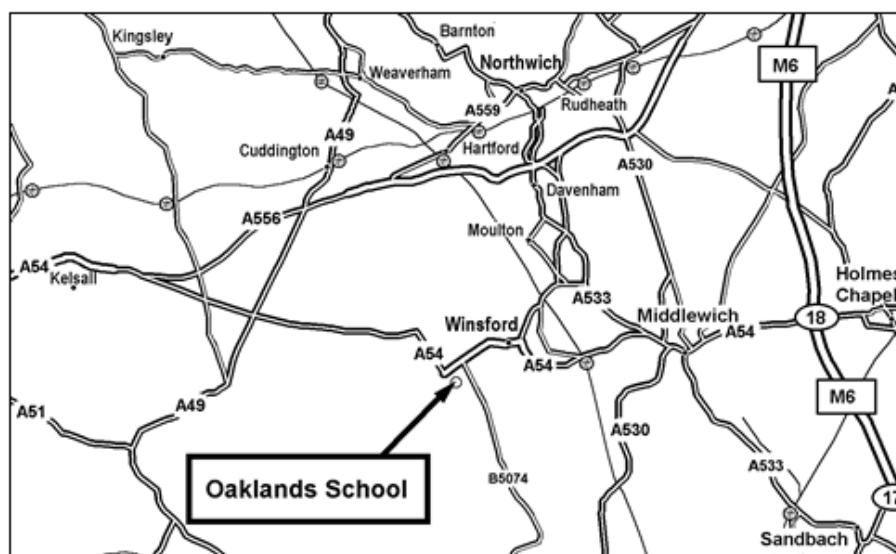
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