

# Wylam First School Cleaner

**Recruitment Pack**



# The Cheviot Learning Trust

Cheviot Learning Trust was created in 2023 from a merger of Tyne Community Learning Trust and Three Rivers Learning Trust. The new Trust will enable our high quality staff from across all of our schools to cooperate through professional and innovative networks that develop the educational excellence all of our students deserve. We educate over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of

providing an excellent education service to their local populations. We are seen locally as a centre of educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

## The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

## Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

## Our values

Everything we do is based around the values that we hold dear:

- **Innovation:** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation:** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect:** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence:** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible

# About Wylam First School

I am very proud to welcome you to Wylam First School. Our school has a strong family ethos where we work in collaboration with parents and partners to ensure that our curriculum is ambitious and that learning is challenging, relevant and fun, and fully prepares our pupils for their next stage in education and beyond.

Wylam First School is a successful school and this success is down to the hard work and commitment of the staff, pupils, parents and governors.

We are a one form entry school at the heart of its local community and as such work closely with community groups to enhance and enrich our curriculum experience. We are committed to delivering a curriculum that supports: Personal Development, Knowledge and Welfare, STEM education and Creative Development. This is woven throughout the subjects that we teach and is enriched through: our allotment and outdoor curriculum, character education projects, physical development curriculum, community focused heritage projects and our delivery of music and creative arts.

This ensures that we not only support pupils to reach their academic potential but also nurture personal and social development, helping each individual to thrive, experience success and be confident and proud of who they are.

We are lucky to be situated on a site with fantastic outdoor spaces for pupils to learn in and explore. This space includes our Community Orchard, our woodland and our allotment, along with our playing field and playground. We recognise the importance of the outdoors and how learning in the outdoors can enhance and improve the curriculum. All pupils from Nursery to Y4 have dedicated outdoor learning time each week where they complete work on their Wild Passport. All classes are encouraged to use the outdoors whenever appropriate.

## **Miss Jill Dodds**

Executive Headteacher



# Job Advert

**Wylam First School**

**Miss Jill Dodds**

**Headteacher**

**Job title:** Cleaner

**Pay scale:** Band 1, £24,413 FTE

Pro rata £4,334.96, 7.5 hours per week

**Terms:** Term time plus 8 days

Wylam First School is a successful, small, inclusive first school, set in the historic Tyne Valley. We have enthusiastic, hardworking and friendly pupils, together with dedicated and hardworking staff and governors. Wylam First School is part of the Cheviot Learning Trust and we work closely with our partnership schools to provide the very best educational experience for all pupils.

Our governors are looking to appoint an enthusiastic cleaner to join our very successful team as soon as possible.

You will be required to play an integral role in our domestic provision, helping to ensure we provide a safe and welcoming learning environment for children and staff. Cleaning experience preferred but any necessary training will be provided

The successful candidate must:

- Have strength dexterity and coordination to use a range of cleaning equipment and machines
- Be able to follow spoken and written instructions
- Be reliable and punctual

Your working pattern will be:

Monday to Friday 3.30 pm to 5.00 pm (term time only)

In return we can offer an exciting opportunity to be part of our nurturing community.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for an interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed.

Full details on protected convictions and information about which convictions must be declared during job applications can be found on the [Ministry of Justice website](#). You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post. [This policy](#) outlines the Trust's approach to the recruitment of ex-offenders. **Closing date:** Friday 23rd January

**Interviews:** Wednesday 28th January

Wylam First School  
Bell Road, Wylam  
Northumberland, NE41 8EH  
[admin@wfs.cheviotlt.co.uk](mailto:admin@wfs.cheviotlt.co.uk)  
[www.wfs.cheviotlt.co.uk](http://www.wfs.cheviotlt.co.uk)

## Job Advert Continued

Further details and an application form are available by accessing the job vacancies section of the [trust website](#).

**Completing an Application Form:** Application forms can be downloaded from the school [website](#).

**If you have a Gmail account:**

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in the Google

**If you don't have a Gmail account:**

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the app

Completed applications should be returned directly to the school by email to [info@wfs.cheviotlt.co.uk](mailto:info@wfs.cheviotlt.co.uk).

Closing Date: 12 noon on Friday 23rd January 2026

Interviews: Wednesday 28th January 2026

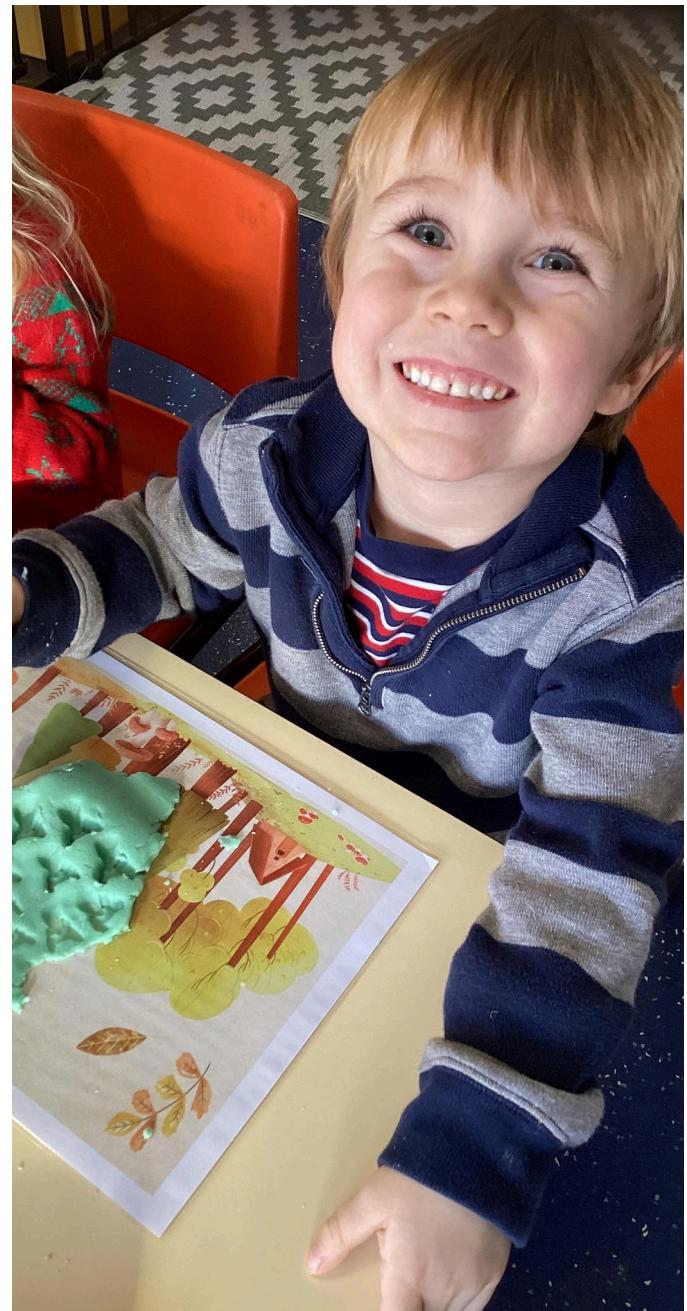
**If you require assistance or have any questions, please reach out using the contact details provided below:**

01661 852771

[admin@wfs.cheviotlt.co.uk](mailto:admin@wfs.cheviotlt.co.uk)

[www.wfs.cheviotlt.co.uk](http://www.wfs.cheviotlt.co.uk)

Address: Bell Road, Wylam, NE41 8EH



# Job Description

**Job title:** Cleaner (SG40)

**Job purpose:**

Clean designated areas, as directed include toilets and associated facilities, ensuring that they are kept in a clean, safe and hygienic condition.

**Duties and key result areas:**

To carry out general cleaning duties, individually or as part of a team, which include, but are not restricted to:

- Sweeping, mopping, wiping, washing, polishing, vacuuming, dusting and polishing walls, floors, furniture and fittings in accordance with service specification and standards and including personal items belonging to service users as necessary.
- Empty litter bins, recycling and otherwise removing small quantities of rubbish.
- Use, as appropriate, powered equipment as provided, and ensure that relevant Health & Safety regulations are adhered to at all times.
- Open and close premises as necessary, ensuring that the security of the premises is not compromised.
- Other duties appropriate to the nature, level and grade of the post.

**Working patterns:**

Determined by designated area and usage and contract of employment.

**Physical:**

Shared responsibility for the careful use of equipment.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

# Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE	ASSESSMENT
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>No particular knowledge or qualifications are required.</li> </ul>	Some knowledge of the range of tasks together with the operation of associated tools and equipment.	(a)
<b>Experience</b>	<ul style="list-style-type: none"> <li>No specific experience in the workplace is necessary.</li> </ul>	Some experience in a building cleaning environment.	(a) (r)
<b>Skills, and competencies</b>	<ul style="list-style-type: none"> <li>Able to understand and follow straightforward spoken and written instructions.</li> <li>Able to keep basic work records.</li> <li>Strength, dexterity and coordination to use a range of cleaning tools and equipment.</li> <li>Listens, consults others and communicates clearly.</li> <li>Reliable and keeps good time.</li> </ul>		(a) (i) (r)
<b>Physical, mental, emotional and environmental demands</b>	<ul style="list-style-type: none"> <li>Regular need to lift and carry items of moderate weight.</li> <li>Maintain an awareness of surroundings and safe working methods.</li> <li>Limited contact with, or work for, others leading to few emotional demands.</li> <li>Normally indoors with some exposure to unpleasant conditions such as toilet areas</li> </ul>		
<b>Motivation</b>	<ul style="list-style-type: none"> <li>Appropriately follows instructions to achieve set objectives.</li> <li>Committed to the provision of quality services to achieve customer satisfaction.</li> <li>Adapts to change by adopting a flexible and cooperative attitude.</li> <li>Supportive and adapts to team working.</li> <li>Demonstrates integrity and upholds values and principles.</li> <li>Promotes equal opportunities and anti-oppressive practice in all aspects of work.</li> </ul>	A willingness to undertake job related training.	(a) (i) (r)

Key to assessment methods (a) application, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation (o) other case studies/visits



**Contact us**

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