

Application Pack

Cleaning Operative

An extraordinary education for every pupil



The Rivers
C.of E. Academy Trust



Welcome

Thanks for your interest in our fantastic school.

Children at Northwick experience a truly personal journey where they feel valued and able to flourish, supported by inspiring teachers and an array of superb educational, and co-curricular opportunities. Happy children succeed, and we place the relationships between staff, children and parents at the forefront of all we do.

This is truly a remarkable and welcoming community to be a part of, for both staff and pupils.

Overview

School overview

Northwick Manor is a primary school located in Worcester.

It has 600 pupils from age [4 – 11 years] and 82 staff numbers.

Established over 80 years ago, the school joined The Rivers CofE Academy Trust in 2018.

Ethos

At Northwick we place a high value on the educational experience of all our pupils and achieve this within the atmosphere of a friendly learning community. The school's principal philosophy is that 'pupils should be confident, happy, and successful'. Together we aim to be a school of excellence, always encouraging our children to aim high, and providing opportunities for them to develop their talents and potential in a nurturing environment.

Performance

At this school 92% of pupils met the expected standard in their Phonics Screening Test [2024] and 68.5% of pupils met the expected standard in Reading, Writing and Mathematics Combined at Key Stage 2.

Our latest Ofsted judgment: Outstanding

Review score

"We love the school, couldn't be happier with my child's progress".

Parent

About Us

The Rivers C of E Academy Trust is a multi-academy school trust, specialists in early years and primary provision, serving over 5250 pupils across three local authorities: Worcestershire, Dudley and Sandwell.

Established in 2014, The Rivers C of E Academy Trust now comprises of a respected teaching alliance, sixteen 'Good' and 'Outstanding' primary, first, and nursery settings and an alternative provision. We are a connected learning community with a shared aim to create **'an extraordinary education for every pupil'**.

We are a community of schools with a 'Christian ethos', welcoming families from all faiths and no faiths, but together we are guided by our shared mission, vision and values.

Our Mission

- Extraordinary Education
- Extraordinary People
- Extraordinary Futures

Our Vision

Through an **extraordinary education**, we empower pupils to be life-long learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests enable pupils to flourish and be **extraordinary people**. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their **extraordinary futures** in an ever-changing world.

Our STARS Values



Sharing



Trust



Achievement



Respect



Safety

Our Schools

- 1 Summerhill Primary Academy Summerhill's Little Treasures
- 2 Jubilee Park Academy
- 3 Dudley Wood Primary School
- 4 Wychbold First and Nursery School
- 5 St Peter's Droitwich CofE Academy
- 6 North Worcester Primary Academy
- 7 Northwick Manor Primary School
- 8 Cranham Primary School
- 9 Cherry Orchard Primary School
- 10 St Clement's CofE Primary School and Pre-School
- 11 Great Witley CE Primary School
- 12 Cutnall Green CofE Primary School
- 13 Burlish Park Primary School
- 14 Heronswood Primary School
- 15 Unity Academy



Staff Benefits

We believe that collaboration and staff wellbeing are at the heart of our success.

Supported by our trust, we offer a range of benefits to enhance our work environment and support the professional and personal growth of our staff, including work-life balance.

Education Mutual

Staff can access a comprehensive range of healthcare services through Education Mutual, including mental health support, 24/7 GP Healthline, physiotherapy, stress management resources, and occupational health services.

Find out more about Healthcare and Wellbeing Services here:

www.educationmutual.co.uk/service/healthcare-and-wellbeing/

Local Government Pension Scheme (LGPS)

The Local Government Pension Scheme (LGPS) is a defined benefit plan, meaning your pension is calculated based on your salary and length of service and adjusted for inflation. This ensures a secure and guaranteed income in retirement, unaffected by investment performance.

Find out more about LGPS here:

www.lgpsmember.org/

Other staff benefits include:

- Competitive salary
- Six INSET days per year
- Protected CPL time
- Continued professional development pathway for every role
- No work communication outside working hours
- Excellent holiday entitlement for support staff: Bank holidays plus 25 days paid holiday (pro rata)
- 5 days extra paid holiday after 5 years' service (pro rata)
- Time for You' day
- Family-friendly policies including flexible working, occupational maternity and paternity pay
- Reasonable release time for significant personal events
- Length of service awards
- Resources for retirement and financial planning
- Cycle-to-work scheme
- Free tea, coffee and milk



About the Role

Job Title:	Cleaning Operative
Salary:	Scale 1 point 2 - £24,413 FTE per annum. Actual pro-rata salary £8,284
Contract Type:	Permanent – Term Time plus two weeks (bank hours)
Reporting To:	School Business Manager
Base Location:	Northwick Manor Primary School, Northwick Road, Worcester WR3 7EA
About:	15 hours per week Monday to Friday 15:15 – 18:15

Job Description

Our People Values:

Love, Learn, Live – Our aim is that our staff will love learning for life. Our family of schools love, learn and live together.

Our STARS values – Empowering staff to make a difference to children’s outcomes: Sharing; Trust; Achievement; Respect and Safety

We expect our staff to: deliver high-quality performance for our children; have a positive and proactive approach; be passionate about learning and CPD; listen to and work collaboratively with others; and engage in school and Trust life.

Key Purpose: To provide a clean and pleasant environment in order to facilitate the effective use of the school by those staff and pupils who occupy it. To help maintain the fabric of the school buildings. To maintain cleanliness in order to prevent any health risks from occurring.

Main Activities:

- Ensure cleaning of specified areas of the school to the required standard
- Complete the allocated tasks within the allocated time frame
- Adhere to Health & Safety and COSHH guidelines
- Washing floors, surfaces, fixtures and fittings and walls up to a specified height
- Cleaning toilets and shower areas
- Cleaning inside windows up to a specified height
- Sweeping and vacuuming floors
- Polishing and dusting surfaces and furniture
- Empty bins and remove rubbish from the premises
- To use any powered cleaning equipment as directed
- Report any damage to school property or other relevant matters to the School Business Manager
- Undertake relevant seasonal work
- Other tasks as directed by the Head Teacher
- Medical appointments are to be arranged outside working hours if possible
- Perform any reasonable duties as requested by the Head Teacher

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specifications

Criteria	Essential	Desirable
Qualifications and experience	<p>Interest, ability and relevant experience in cleaning.</p> <p>Evidence of reliability and the ability to work on one's own initiative as well as working within a team environment.</p>	Experience of working in a school
Skills and Knowledge	<p>Excellent communication and interpersonal skills.</p> <p>Ability to be attentive to detail, work to high levels of competence and adhere to strict deadlines.</p> <p>Ability to understand and carry out verbal and written instructions.</p> <p>Ability to work flexibly as the need arises.</p>	
Personal Qualities	<p>Commitment to achieving high standards</p> <p>Enthusiasm and a positive outlook.</p> <p>Excellent attendance and punctuality</p> <p>Responsible, honest and reliable.</p> <p>Good personal organisation.</p> <p>Tidy and clean appearance.</p> <p>Calm under pressure.</p>	

How to Apply

Application forms are available to download here: [Application Form](#)

Please email completed application form to Jacqui Tombs, School Business Manager nwoffice@riverscofe.co.uk

Please note that if you have not been contacted by then you have not been successfully shortlisted on this occasion.

There is no need to submit a curriculum vitae.

We are committed to safeguarding and promoting the well-being of children and expect everyone to share this commitment. The successful applicant will undergo a full enhanced DBS check.



The Rivers
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Get in Touch

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[Northwick Manor Primary School – Home](#)

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