



Sheffield Springs Academy

The best in everyone™

Part of United Learning

Briefing Pack for Applicants

Cleaner

November 2025

Contents

Section 1 - Post Advertisement	1
Section 2 – United Learning	3
Section 3 – Letter from the Regional Director	4
Section 4 – Letter from the Principal of Sheffield Springs Academy	5
Section 5 – Job Description	6
Role Summary	6
Key Responsibilities	6
General	7
Information	8
Section 6 – Person Specification	9
Section 7 – The Appointment Process	10
Section 8 – Visitors/Contacts for Sheffield Springs Academy	11

Section 1 - Post Advertisement



Job title:	Cleaner
Location:	Sheffield Springs Academy, Hurlfield Road, Sheffield, S12 2SF
Starting salary:	£24,203 gross per annum pro rata, actual salary of £9,681 based on 15 hours per week (plus Cost-of-Living increase).
Contract:	Permanent
Hours of work:	Part-time, 15 hours per week, 52-week contract although flexible working practices will be considered.
Start Date:	As soon as possible

We are happy to consider flexible working options including change in hours for the right candidate.

Sheffield Springs Academy is currently looking to recruit a Cleaner. The post holder will join a friendly and efficient team under the supervision of the Cleaning Supervisor to undertake a full range of cleaning duties using domestic and industrial cleaning equipment to ensure all areas of the academy are maintained to a high-quality standard.

Ideally, the successful candidate will work between the hours of 3:30 pm to 6:30 pm Monday to Friday with the potential to increase hours. This is negotiable.

Sheffield Springs Academy is an 11-16 Secondary school serving the Park, Manor and Castle wards of Sheffield. As part of United Learning our aim is to bring out 'the Best in Everyone' and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost.

United Learning is one of the largest and most successful Trusts in the country who offers unrivalled Continuing Professional Development (CPD) and training, including opportunities for nationwide networking.

The city of Sheffield itself is a vibrant place to live and work with two universities and a range of entertainment opportunities alongside the access to the beautiful Peak District within a 20-minute commute. Quality of life is routinely ranked highly, and it is one of the greenest cities in Europe: [Welcome to Sheffield](#)

Main duties will include:

- Cleaning floor space in teaching, communal and office areas using appropriate techniques and equipment, for example, mops, sweeps, spray cleans, machine scrub, dry, buff and suction clean.
- Cleaning all internal surface areas, for example, walls, windows, work surfaces and floors using appropriate techniques, equipment and materials.
- Emptying wastepaper bins and removing waste to a designated area.

We will offer you:

- Highly competitive pay above national average.
- 26 days annual leave plus 8 statutory bank holidays per annum (on a 52-week contract).
- An additional day's paid leave awarded per annum.
- Excellent facilities and resources.
- Access to an outstanding professional development programme.
- A respectful working environment.
- Supportive, friendly colleagues who are committed to each other's professional development.
- A chance to become part of United Learning, one of the largest groups of academies in the country.
- Opportunities to work collaboratively with colleagues in each academy across the Cluster and United Learning.
- Excellent employee benefits which include a highly sought-after pension scheme with high employer contributions.
- Access to training through the Apprenticeship Levy.
- Benefits platform.
- Free on-site parking.
- Access to an Employee Assistance Programme (EAP).
- We encourage open and regular conversations about work-life balance.

What we would like from you:

- Ability to use, clean and maintain a full range of industrial and domestic cleaning equipment and materials.
- Good understanding of the operational practices and working methods and work schedules involved.
- Understanding and awareness of the related Health and Safety issues associated with cleaning materials, equipment and premises.
- Good communication skills.
- Ability to maintain appropriate levels of security in all working areas.
- Ability to work effectively as an individual and part of a team.
- Previous experience of working within an Education setting would be advantageous but not essential.

If you possess these qualities and share the academy's vision, then we will be delighted to hear from you. Please refer to the job description and person specification for further details.

To apply, please click the 'Apply Now' button at the top of the advert on our website using the following link to our vacancies page: [Sheffield Springs Academy Vacancies](#) and complete our online application form. Please note that CVs are not accepted. **The closing date for this post is Midnight on Sunday 16 November 2025. Interviews will take place soon after.**

If you would like to discuss this exciting opportunity, please contact hr@unitedlearningyorks.org.uk

United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, health, right to work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.

Section 2 – United Learning

The Yorkshire Cluster is part of United Learning which is a large and growing group of schools aiming to offer life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our Subject Specialists, Group-wide Intranet, our own curriculum and online learning portal all help us to share knowledge and resource, which supports simplifying work processes and managing workloads for an improved work-life balance.

As a Group we can reward our staff better and provide excellent career opportunities, better pay, employee benefits and ultimately, the satisfaction of helping children to succeed. We also invest in our staff wellbeing. Our academies each have at least eight INSET/training days per year (with three of those solely dedicated to planning) and an ongoing group-wide wellbeing programme. It is an ethos we call 'the Best in Everyone'.

We are working hard to become a more diverse organisation, which is key to our commitment to bringing out 'the Best in Everyone'. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in the Group as a whole. We always appoint on merit. We are open to discussing flexible working options.

<https://unitedlearning.org.uk/>

Section 3 – Letter from the Regional Director

Dear Candidate

Thank you very much for your interest in the role within the Yorkshire United Learning Cluster. The cluster itself is a close-knit group of four Secondary Academies: Barnsley Academy, Fir Vale Academy, Sheffield Park Academy and Sheffield Springs Academy, who work alongside a number of local Primary Academies; all from within the United Learning Trust.

The cluster is well-established and has excellent support from locally based cluster central services. These cover Business Management, HR, IT and Site/Estate Facilities. They are led by an Executive Business Manager. This provides our Academies with excellent trained advice and support in these areas; this benefits the leadership and wider staff of every Academy.

United Learning Trust is a national organisation serving Primary and Secondary Academies, all-through Academies and Independent Schools. Our ethos is, “the Best in Everyone”. This is a useful phrase that sums up the work and focus of the organisation. Every decision taken is done with this aim in mind: for staff, for students and for the community. The Trust values of Respect, Determination and Ambition are driven through the Character Programme, which each Academy has carefully interpreted in their own way. The Trust attributes of Creativity, Confidence and Enthusiasm are demonstrated at every level.

United Learning, and Academies within the Yorkshire Cluster, demonstrate a strong commitment to staff CPD and staff wellbeing. If you join our schools you will be inducted, supported and developed in a deliberate way from before you even take up post. Our status as an Academy Trust enables highly competitive rates of pay progression and our employee schemes, such as Perkbox, are an attractive feature of employment.

Above everything, we put young people first and seek to recruit adults who share this view. We work with students, parents and families to provide a structured, supportive experience that enables them to achieve as well as they possibly can and become excellent scholars and rounded individuals. We insist on classrooms and corridors that are respectful, orderly places where everyone is expected to display positive and mature attitudes.

Applying for a new job is a huge investment of time and emotional energy. The recruitment decision has to be right for employee and employer. I would encourage you to seek out any information you need in order to make the important decision to apply and we welcome visits to our schools in advance of applications wherever this might be helpful.

I do wish you the very best with your application and thank you again for considering us.

Best wishes,

Laura Moore
Regional Director
United Learning

Section 4 – Letter from the Principal of Sheffield Springs Academy



Dear Candidate

Thank you very much for your interest in the role at Sheffield Springs Academy. The school itself is a fantastic place to work and a brilliant place to learn. Our values are respect, excellence, ambition and pride; if you join our academy you will see these demonstrated in all aspects of academy life and by all members of our wonderful team.

The team

I am extremely proud to be the Principal of Sheffield Springs Academy, I have worked at the academy for over 15 years and many colleagues have been here longer than this still; I believe this shows the team ethos and community-feel of our academy. The team are deeply invested in our students and new employees are warmly welcomed into this team.

Where we are and where we're going

Sheffield Springs Academy is an outward-facing school, learning from outstanding schools both within the group and beyond. We are unapologetic about our high standards and unashamedly ambitious for all our students and our staff team, we are embarking upon a journey towards becoming a great school. As part of this journey, we are creating an academic culture that is warm, disciplined and joyful and ensures impeccable behaviour. We aim for a culture that means teachers can teach and students can develop their knowledge.

We are committed to staff wellbeing and have a wide-reaching wellbeing programme in place, we listen to the views of our staff team and we strive to make Sheffield Springs a brilliant place to work. We hold celebration briefings, ensure early finishes on INSET days, have a realistic marking policy, calendar in meeting-free-weeks and host a range of wellbeing activities to make sure staff have the time and support they need to fully support our pupils.

Location

Our academy is located at one of Sheffield's highest points, with incredible views across our catchment area directly to Stanage Edge, Hathersage and beyond into the Peak District. We are less than 30 minutes from the beautiful Peak District National Park, only 15 minutes away from the M1 motorway network and just a 5-minute walk to the nearest Supertram stop which provides efficient links to all areas of the city. Sheffield is a vibrant and diverse city; we are incredibly lucky to be in such a fantastic location which offers so much.

Applying for a new job is a huge investment of time and energy. I would encourage you to seek out any information you need in order to make the important decision to apply and I welcome visits to our school in advance of applications wherever this might be helpful. I wish you the very best with your application and thank you for taking the time to consider Sheffield Springs Academy as a place of employment.

Best wishes,

Claire Cartledge
Principal
Sheffield Springs Academy

Section 5 – Job Description



Job Description

Post title	Cleaner
Salary	Band 1
Responsible to	Cleaning Supervisor
Responsible for	The post holder does not have any direct line management responsibilities
Role purpose	To undertake a full range of cleaning duties using domestic and industrial cleaning equipment to ensure all areas of the academy are maintained to a high-quality standard.

The postholder must, at all times, carry out their duties and responsibilities within the spirit of United Learning Trust and academy policies and procedures, and within the legislative framework applicable to academies.

Role Summary

Undertake routine cleaning and associated work to a high-quality standard in accordance with academy priorities and Health and Safety standards.

Key Responsibilities

Main Duties

- Cleaning floor space in teaching, communal and office areas using appropriate techniques and equipment, for example, mops, sweeps, spray cleans, machine scrub, dry, buff and suction clean.
- Cleaning all internal surface areas, for example walls, windows, work surfaces and sanitary appliances using appropriate techniques, equipment and materials, i.e. washing, dusting, damp wiping, polishing and cleaning.
- Emptying wastepaper bins and removing waste to a designated area.
- Undertake other cleaning duties, for example, carpet and upholstery valeting, stain, chewing gum and graffiti removal, de-scaling sanitary appliances.

- Undertake routine equipment safety checks, cleaning, maintenance and storage, for example filter cleaning.
- Replenish sanitary and hygiene supplies, i.e. soap, hand towels and toilet rolls.
- Report faults, damage, breakages, vandalism or any issue that may affect or impact on routine education activity.
- Maintain appropriate levels of security in all working areas to ensure confidentiality, safety and maintain site security.

Work Environment

- Work Demands – work tasks usually remain consistent but may be subject to emergency or occasional variation.
- Physical Demands – walking, bending, stretching and lifting to undertake the cleaning tasks described will form a significant part of the job.
- Working Conditions – the majority of work is undertaken indoors however, can include external, for example, carrying of rubbish to disposal point. The post will involve some exposure to disagreeable conditions, i.e. WC cleaning, sickness and/or accident and maintenance of equipment.
- Work Context – work includes undertaking interaction with staff, students and visitors. The postholder uses various cleaning materials and chemicals in accordance with the academy's Health and Safety standards and procedures.

General

- Develop excellent working relationships with colleagues internally, centrally and externally.
- Be an effective and flexible member of the team.
- Ensure any documentation produced is to a high standard and is in line with the in-house style.
- Participate in training and other learning activities as required.
- Participate in the Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To represent the academy at events as appropriate.
- To support and promote academy and United Learning's ethos, playing a part in strengthening relationships between academies and with central office.
- To be aware of and comply with United Learning's policies and procedures relating to Child Protection, Health and Safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.

- To actively participate in continuous professional development and act as a positive role model across the academy and Trust.
- The above duties are not exhaustive, and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Executive Business Manager.
- This job description will be kept under review and may be amended via consultation with the individual.

Information

This post may require the post-holder to have a degree of flexibility and willingness to work outside of normal working hours.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have therefore, been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post-holder.

Elements of this job description and changes to it may be negotiated at the request of either the post-holder or the incumbent of the post.

I accept my job description and job title as detailed above.

Name (print)	
Sign	
Date	

Section 6 – Person Specification



Person Specification

Post title	Cleaner
Salary	Band 1

Education and Qualifications	Essential	Desirable
A practical level of literacy and numeracy.	X	
Experience	Essential	Desirable
Previous experience of working in a cleaning role.	X	
Experience working in education		X
Knowledge and Skills	Essential	Desirable
Ability to work under pressure, managing own workload.	X	
Ability to take personal responsibility for organising day to day targets.	X	
Understanding of the basic principles of Health and Safety.	X	
Communicate clearly and be able to understand written and verbal instructions.	X	
Teamwork	Essential	Desirable
Recognises the contribution and achievement of colleagues.	X	
Keeps colleagues, stakeholders and/or customers informed of progress.	X	
Treats others fairly, openly and consistently.	X	
Expresses disagreement or challenges views calmly, constructively and tactfully.	X	
Supports and co-operates with colleagues.	X	
Personal Qualities	Essential	Desirable
Good interpersonal skills and ability to work with stakeholders.	X	
Organised and good attention to detail.	X	
Maintains high standards and takes initiative to make things better.	X	
Make recommendations for improvements to enhance quality of service.	X	
Ability and willingness to travel regularly to locations within the Cluster.	X	
Ability to drive and the use of a vehicle is advantageous.		X

Section 7 – The Appointment Process

These notes are intended to guide you when making an application.

The Application Form

The application form is accessible via the 'Apply' link on the job advertisement. Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CVs are not accepted.

Education and Training

State your qualifications and any training you have undertaken relevant to the post.

Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointment

When completing this section it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. Reference will be taken if the candidate is successfully short-listed for interview. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

The Supporting Statement

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post.

Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website/s prior to attending the interview.

The Interview

Candidates will be invited to interview at the school during which time they will have the opportunity to meet staff and students and see the school at work.

Feedback

Feedback is offered to those candidates who are shortlisted, interviewed and not recommended for appointment. It is hoped that this information will help you with future applications.

Section 8 – Visitors/Contacts for Sheffield Springs Academy

The academy is located in a thriving town close to the beautiful Peak District



Sheffield Springs Academy
Hurlfield Road
Sheffield
South Yorkshire
S12 2SF

Website: www.sheffieldsprings-academy.org
Email: enquiries@sheffieldsprings.org
Telephone: 0114 2392631

Sheffield Springs Academy is an 11-16 secondary school and is Ofsted rated 'Good'. As part of United Learning, our aim is to bring out 'the Best in Everyone'. Our values are Respect, Excellence, Ambition and Pride, and these are demonstrated in all aspects of academy life and by all members of our wonderful team.