



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential



Cleaner

Recruitment Pack

Lakefield C of E Primary School





Dear Applicant,

Thank you for your interest in the post of Cleaner.

Lakefield C of E Primary School is part of a wider family of schools. Originally established in 2012 as one of the first Diocesan Multi-Academy Trusts, The Diocese of Gloucester Academies Trust is now recognised as a successful and growing Trust. There are currently 24 primary schools within the Trust family, including 22 church schools and two community schools.

I hope the information enclosed in this pack, along with the job description and person specification will provide you with a helpful context for this role. You may also find our school website - www.lakefield.gloucs.sch.uk - and the Trust website - www.dgat.org.uk - useful sources of information.

If you would like an informal chat to inform your decision about applying for the role I would be pleased to hear from you. I'm sure you will find that we have much to offer. Details of how to contact me can be found on page three of this pack.

The closing date for completed applications is 1st May 2026. Interview dates are to be confirmed.

To submit your application please email the completed form to recruitment@dgat.org.uk before the closing date.

Yours faithfully

Ian Williams
Headteacher



The Diocese of Gloucester Academies Trust seek to appoint a

Cleaner

Lakefield C of E school is seeking a dedicated and enthusiastic Teaching Assistant to join our team. The successful candidate will work under the direction of class teachers to support high-quality teaching and learning across the school.

To undertake, as part of a team, the cleaning of designated areas of the premises to ensure that they are kept in a clean and hygienic condition.

The post is offered as a salary of Grade 1 on a permanent basis.

This is a part-time post for 15 hours per week, 40 weeks per year (term-time only plus two weeks).

Further details and an application form can be downloaded from the vacancy area of our website - www.lakefield.gloucs.sch.uk - and the Trust website - www.dgat.org.uk - which you may find to be useful sources of information.

If you would like an informal conversation about the role, please contact the school office by emailing admin@lakefield.dgat.org.uk or calling 01452 740205.

Closing date for applications is **1st May 2026**.

Other information that might help you decide if this is the role for you

Usual working days and times:	Monday – Friday 3:30pm-6:30pm
Work environment	e.g., classroom, shared office, toilets. Elements of lone working.
Dress code:	Casual
Employee benefits:	Free and confidential employee assistance programme available 24/7 High quality professional development – please see the DGAT Continuous Professional Development and Learning Brochure for more information here:



	<p>https://www.dgat.org.uk/cpdl-and-events</p> <p>A range of clear and supportive policies.</p>
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Please note:

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate. The Trust also requires consent from applicants to carry out online searches of publicly available information, including social media, prior to interview.

All posts are subject to satisfactory references.



Background Information

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty-one primary, one junior and two infant schools within the Trust. Twenty-two of the schools have Church of England designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

Our vision is to enable all to flourish.

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

Our aims are to be:

- Authentically Christian
- Boldly passionate about excellence in learning
- Relentlessly driven in our aspiration for everyone

Our core principles:

- We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
- Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
- We act with integrity; we are open to challenge and we are reflective about our practice
- We treat everyone with dignity and respect
- Through collaboration, in a nurturing community, we grow, learn and achieve

School is Trust and Trust is School

In order to support our family of schools, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal



- Finance and Business
- Premises and Insurance
- Compliance and GDPR
- Governance

Job Description

Job Title:	Cleaner
Responsible to:	Headteacher
Line Management:	Headteacher
Contract Type:	Permanent

Overall purpose of this post

To undertake, as part of a team, the cleaning of designated areas of the premises to ensure that they are kept in a clean and hygienic condition.

MAIN DUTIES AND RESPONSIBILITIES

Specific duties, consistent with the job purpose set out above, which may be undertaken individually or as a member of a team, will be determined by the Headteacher, having regard to the circumstances pertaining to the school, including

- Clean all surfaces, fixtures and fittings
- Clean floors, walls, partitions and internal woodwork as appropriate
- Clean toilets, urinals, sinks and other sanitary areas
- Collect and dispose of waste in an appropriate manner.
- Refill and replace consumables
- Report faulty equipment to the School Business Manager
- Maintain the security of school premises by securing entrances/exits as appropriate
- Ensure lights and other equipment are switched off as appropriate
- Maintain and arrange orderly and secure storage of supplies
- Operate equipment in accordance with instructions
- Ensure cleanliness of equipment, check for quality/safety – reporting faults to School Business Manager



- Undertake special cleaning programmes during School closure or other designated periods
- Understand the principles of COSHH and other Health and Safety requirements in relation to the position
- Be aware of and comply with School policies, including but not restricted to, Safeguarding, Health and Safety and Code of Conduct.
- Participate in training and relevant meetings, as required
- The post holder will be required to maintain the required level of confidentiality in relation to their work

Other

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within their skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

Diversity, equity, and inclusion are at the core of who we are. Our commitment to these values is central to our vision and to our impact. We know that having varied perspectives that are representative of the communities we serve helps generate better ideas to solve the complex problems of a changing and increasingly diverse world.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

Person Specification

	Essential	Desirable
Personal Values		
Committed to actively promoting the Christian ethos and values of the school	X	
Committed to the school's vision	X	
Qualifications		
Relevant experience	X	
Experience		
Cleaning experience	X	X
Personal qualities		
Abel to work within a team	X	
Well-motivated with the ability to use own initiative	X	
Excellent organisational skills and attention to detail	X	