



The West Bridgford School



Permanent Cleaning Operative Application Pack



Loughborough Road
West Bridgford
Nottingham
NG2 7FA

Tel: 0115 9744488
Email: adminoffice@wbs.school
Website: www.wbs.school

Mr T Peacock B.Sc (Hons)
Head Teacher

The West Bridgford School

06th March 2026

Dear Applicant,

Re: Cleaning Operative Post

Thank you for your interest in the above post. The Governors are seeking to appoint a part time Cleaning Operative.

Enclosed with this letter are the following:

Copy of the Advertisement
Job Description
Person Specification

Applicants should return the application form (CV's are not acceptable), with a letter of application, by 09.00am Friday 20th March 2026.

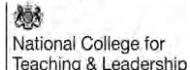
Yours sincerely,

Staff Services Department

EAST MIDLANDS EDUCATION TRUST, A COMPANY LIMITED BY GUARANTEE.

REGISTERED IN ENGLAND AND WALES. COMPANY NO. 7530373 REGISTERED OFFICE: LOUGHBOROUGH ROAD, WEST BRIDGFORD, NOTTINGHAM

National Support School
designated by



The West Bridgford School

Loughborough Road, West Bridgford, Nottingham, NG2 7FA

Head Teacher: Mr T Peacock

Tel: 0115 9744488

Email: recruitment@emet.uk.com

Secondary Roll: 1813 including 453 in Post-16

Part of the East Midlands Education Trust



1 x Cleaning Operative Vacancy

Permanent – All Year Round

Scale 1, Point 2 = £24,413 (FTE)

Pro-rata Actual Salary Will be £9,897 per annum

15 Hours per Week

The West Bridgford School is seeking a dedicated Cleaning Operative to join our growing Site Team. This position is for 15 hours per week, with the option to work either 05:00–08:00 or 15:00–18:00. Please indicate your preferred shift pattern on your application.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity or religion.

For further information, and an application pack, please visit our web site at www.emet.academy/vacancies or email recruitment@emet.uk.com

Only applications submitted on the school's application form will be considered. We do not accept applications through recruitment agencies.

Closing date for applications is 09:00am, Friday 20th March 2026.



THE WEST BRIDGFORD SCHOOL



JOB DESCRIPTION Cleaning Operative

Grade:	Scale 1, Points 2 - 3
Salary:	£24,413 – 24,796 (Pro -rata). Actual annual salary will be £9,897 per annum for 15 hours per week.
Responsible to:	Site Manager
Hours of work:	In agreement with the Site Manager
Holidays:	25 days + statutory bank holidays - Please note that the annual leave allocation for this post is to be used within the school holiday period.
Other information:	Appointments made are subject to the receipt of satisfactory references, confirmation of medical fitness for this post and the outcome of the enhanced check to be carried out through the Disclosure and Barring Service.

The West Bridgford School is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

Duties and Responsibilities

To carry out cleaning and associated duties at The West Bridgford School and to assist the Site Staff in a range of duties as and when required. The tasks may include:

1. Cleaning, washing, sweeping, mopping, dusting, polishing and vacuum cleaning of designated areas to the required standard.
2. Emptying litter bins, etc., and removing waste to designated areas.
3. Litter picking, checking toilets for general cleanliness and restocking of soap and toilet tissue after break and lunch.
4. Cleaning of toilets and washrooms to the required standard where allocated.
5. Spray cleaning, scrubbing floors and re-sealing with polish.
6. Using powered equipment where necessary (scrubbing machines, wet pick-up machines, vacuum cleaners, etc.).

7. Cleaning of working surfaces and other furniture as directed.
8. Clearing up after flooding and / or any other emergency cleaning.
9. Cleaning windows inside and out at ground floor level in designated areas on closure days or holidays.
10. Provide cover in other areas in periods of staff absence as and when required and in agreement with the Site Manager.
11. When cleaning the rooms report any damage which could be hazardous or may need a repair.
12. When the rooms have been cleaned, check the lights are switched off and the doors are locked.
13. Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.



THE WEST BRIDGFORD SCHOOL



PERSON SPECIFICATION CLEANING OPERATIVE

Experience

Work in a school	Desirable
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Skills

Attention to detail	Essential
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Qualities

Able to work with accuracy under pressure	Essential
Well organised	Essential
Reliable	Essential
Able to work well as part of a team but also under own initiative	Essential
Approachable	Essential
Able to multi task	Essential
Enthusiastic	Essential
Self-motivated	Essential
Flexible	Essential
Suitable for work with children	Essential