



FIVE ACRES HIGH SCHOOL

RECRUITMENT PACK



Proud to be part of the
GREENSHAW
LEARNING TRUST



Five Acres High School,
Beech Avenue,
Coleford,
Gloucestershire GL16 7QW

Telephone: 01594 832263

Email: admin@5acreshighschool.co.uk



Dear candidate

Thank you for your interest in the role of **Evening Cleaner on a Fixed Term contract until 28 February 2026 to cover maternity leave.** We are looking for a committed individual who is passionate about education and invested in supporting our students to be as successful as possible. This is an excellent opportunity to join a successful forward-looking school set in a dynamic community. Our world class school quality mark and school of character kitemark plus show this. This is a school that will give you an opportunity to demonstrate you are remarkable.

Five Acres High School is one of the top 3.5% of schools nationally for progress and recently rated 'Good' by OFSTED. Our world class school quality mark and school of character kitemark plus show this. This is a school that will give you an opportunity to demonstrate you are remarkable. Our values are ambition, confidence, creativity, determination and respect and we pride ourselves on ensuring students work towards our mission which is to encourage students to 'Aim High, Work Hard and Be Kind'.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Five Acres High School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Dawn Pearce, dpearse@5acreshighschool.co.uk.

We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours..



Yours sincerely

Simon Phelps, Headteacher

ABOUT OUR SCHOOL

At Five Acres High School, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Five Acres a better chance of success than if they attended any other school in the country.

Ambition, excellence and pride run through all aspects of schANDool life.

Our school maintains high expectations, with a strong focus on staff development and strong behavioural expectations and routines embedded within the school. This allows teachers to focus on planning and delivering excellent lessons which enable all students to make progress and feel successful. Our school is focused on enabling students to develop into well-rounded young adults who are instilled with the school's core values of ambition, determination, respect, creativity and confidence. We are able to achieve this through our Character Education programme as well as our embedded practices such as our reading programme and knowledge rich curriculum.

Ambition

We have a strong desire and determination to achieve success. We believe there are no limits to what can be achieved. We do what it takes for as long as it takes. In other words, we go for it every day!

Excellence

We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.

Pride

We are 'fiercely' proud of ourselves, our school, our community and our Trust. We hold our heads high and feel a sense of togetherness and joy in our school.

TERMS AND CONDITIONS

CONTRACT

Fixed term to cover maternity leave until 28 February 2026

SALARY

- Salary calculated in line with Support staff pay scale, point 02, £24,413 per annum (£8202.00 per annum pro-rated). Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

HOURS OF WORK

12.5 hours worked 3.15pm - 5.45pm, Monday to Friday. Term time only plus inset days and 5 additional weeks to be worked throughout non term time for deep cleaning.

PLACE OF WORK

Five Acres High School, Beech Avenue, Coleford, Gloucestershire GL16 7QW.

PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

HOLIDAY ENTITLEMENT

- The postholder will be paid an enhancement for holiday pay, which is included in the salary details above

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Cleaner
Responsible to:	Site Manager
Responsible for:	N/A

ROLE OVERVIEW

Cleaning staff play an important part in the smooth and efficient running of the school. The post holder will be expected to work in a flexible way to meet the needs of the school, combining planned and regular tasks with day-to-day needs and emergency responses.

MAIN DUTIES AND RESPONSIBILITIES

- Clean toilets using correct chemicals and to a high standard.
- Clean classrooms including wiping of desks, vacuuming/sweeping floors and emptying bins.
- Vacuum corridors and shared spaces.
- Sweep and mop hard floors.
- Wipe window sills and ledges including door frames.
- Be responsible for a specified zone as set out by your line manager.
- Ensure an efficient and effective service across the school site(s) including, ensuring jobs are completed to a high standard and within an agreed timeline.
- Ensure compliance by all premises staff of policies and procedures relating to child protection and confidentiality, reporting all concerns to an appropriate person.
- Ensure hygiene and health and safety standards are met at all times.
- Determine any action to be taken arising from a shortage of equipment or stock.
- Identification of health and safety hazards and other deficiencies in the school.
- To work without direct supervision.
- Cleaning and maintenance duties may involve dealing with chemicals, sweeping, mopping and lifting items.

- To participate in school initiatives where every person is expected to contribute to the learner's progress.
- To participate in the school's professional learning programme as agreed.
- To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.
- Such other duties may be reasonably allocated by your line manager or Headteacher.
- All training will be provided either onsite or using an online system.

STAFF DEVELOPMENT

- To continue personal development in the relevant areas
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
Good numeracy and literacy skills	x	
Willingness to undertake training as required	x	
A health and safety qualification is preferable, training will be given if required.	x	x
Skills and experience		
Experience of taking direction whilst under pressure	x	
Experience of working with stock levels	x	
Excellent communication skills with adults and children	x	
Ability to work on own initiative and as part of a team	x	
Ability to work under pressure and use initiative	x	
Demonstrate a good eye for detail	x	
Willingness to work flexible hours if required (notice will be given)	x	
Experience of working in a busy school		x
Knowledge of Health and Safety guidelines		x
Personal attributes		
A willingness to become involved in all aspects of school life	x	
Commitment to high standards and expectations	x	
High levels of professional integrity	x	
Commitment to working within the School's safeguarding policy and procedures	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on Tuesday 2 September 2025. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will take place on Monday 8 September 2025. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post upon the satisfactory completion of all safer recruitment checks.



GREENSHAW
LEARNING TRUST



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