



**Briefing Pack for Applicants**

**Housekeeper**

**October 2026**

## Contents

|                                                                        |                                     |
|------------------------------------------------------------------------|-------------------------------------|
| <b>Section 1 - Post Advertisement</b> .....                            | <b>Error! Bookmark not defined.</b> |
| <b>Section 2 – United Learning</b> .....                               | <b>Error! Bookmark not defined.</b> |
| <b>Section 3 – Letter from the Regional Director</b> .....             | <b>Error! Bookmark not defined.</b> |
| <b>Section 4 – Letter from the Principal of Barnsley Academy</b> ..... | <b>Error! Bookmark not defined.</b> |
| <b>Section 5 – Job Description</b> .....                               | <b>Error! Bookmark not defined.</b> |
| Role Summary .....                                                     | 6                                   |
| Key Responsibilities.....                                              | 6                                   |
| General.....                                                           | 7                                   |
| Information .....                                                      | 8                                   |
| <b>Section 6 – Person Specification</b> .....                          | <b>9</b>                            |
| <b>Section 7 – The Appointment Process</b> .....                       | <b>10</b>                           |
| <b>Section 8 – Visitors/Contacts for Barnsley Academy</b> .....        | <b>11</b>                           |

## Section 1 – Post Advertisement



**Barnsley Academy**

The best in everyone™

Part of United Learning

|                       |                                                         |
|-----------------------|---------------------------------------------------------|
| <b>Job title:</b>     | Housekeeper                                             |
| <b>Location:</b>      | Barnsley Academy, Farm Road, Kendray, Barnsley, S70 3DL |
| <b>Salary:</b>        | FTE £24,978 – Actual £9,991.20                          |
| <b>Contract:</b>      | Permanent                                               |
| <b>Hours of work:</b> | Part-time, 15 hours per week, 52-week contract          |

Barnsley Academy is currently looking to recruit a Housekeeper. 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.

The recent Ofsted report (January 2025) highlights that “the school is a welcoming and vibrant place”, “is aspirational for what pupils can achieve”, and “has high expectations for pupils’ behaviour.” Inspectors noted that “Leaders know the school well”, “ensure that staff have the support and training that they need”, and that “staff feel supported by the school.” Barnsley Academy is a UNICEF Gold Rights Respecting school, reflecting our commitment to achieving equity for all students, leading to the best possible personal and academic outcomes.

Please watch our Welcome Video to find out how our values of Ambition, Determination and Respect underpin everything that staff and students do here at Barnsley Academy: [Barnsley Academy > Video](#)

The academy is part of United Learning, a national group of schools and academies. Barnsley Academy is an 11-16 secondary. 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.

### **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.

### **How to Apply:**

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: [Barnsley Academy > About Us > Vacancies](#) and complete our online application form. Please note that CVs are not accepted.

The closing date for this post is Midnight on **Tuesday, 20 October 2026**.

If you would like to discuss this exciting opportunity, please contact [hr@unitedlearningyorks.org.uk](mailto: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

Barnsley Academy is part of United Learning which is a large and growing group of schools aiming to offer a 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 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, we provide good career opportunities, better pay, employee benefits and ultimately, the satisfaction of helping children to succeed. We 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 progression and our employee schemes, such as our Westfield Health Benefits package, are an attractive feature of our 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  
Charlie Johnson  
United Learning

## Section 4 – Letter from the Principal of Barnsley Academy



Dear Candidate

Thank you very much for your interest in joining Barnsley Academy. I am extremely proud to call myself Principal of this wonderful school and to lead such a dedicated and highly skilled staff team.

Barnsley Academy is a thriving, inclusive secondary school at the heart of our local community. As part of United Learning, we are committed to delivering an education with character—one that nurtures academic excellence, personal development, and a strong sense of belonging. We serve a diverse student population and are proud of our inclusive ethos, high expectations, and relentless focus on ensuring every child achieves their full potential.

Barnsley Academy is a place where professional growth is supported, and every member of our team plays a vital role in shaping the future of our students and our school. Our staff are passionate, collaborative, and deeply committed to making a difference.

We are 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 of our students and we are on a journey to becoming a great school with excellence as standard. As part of this journey, we have created a culture that is warm and strict, disciplined and joyful, and ensures disruption-free classrooms, so that teachers can teach and students can develop both their knowledge and character.

In addition, 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 strive to make Barnsley Academy a brilliant place to work for all, ensuring workload is considered and carefully balanced to ensure staff have the greatest possible positive impact on the young people of our school.

### Location

Our academy is located close to Barnsley town centre, with excellent connections to wider transport networks. The M1 motorway is just minutes away, whilst strong rail links are in place with connections to cities like Sheffield, Leeds and Huddersfield.

If you are aligned with our mission and values, we very much look forward to hearing from you and would be delighted to welcome you for a visit should you wish to have a look round before applying for the post.

Good luck with your application and thank you again for considering Barnsley Academy as the next stage in your career.

Best wishes,

Stephen Pitcher  
Principal  
Barnsley Academy



### Job Description

|                        |                                                                                                                                                                             |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Post title</b>      | Housekeeper                                                                                                                                                                 |
| <b>Salary</b>          | Band 1                                                                                                                                                                      |
| <b>Responsible to</b>  | Facilities Supervisor                                                                                                                                                       |
| <b>Responsible for</b> | The post holder does not have any direct line management responsibilities                                                                                                   |
| <b>Role purpose</b>    | 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 Principal.
- 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.

|                     |  |
|---------------------|--|
| <b>Name (print)</b> |  |
| <b>Sign</b>         |  |
| <b>Date</b>         |  |

## Person Specification

|                   |             |
|-------------------|-------------|
| <b>Post title</b> | Housekeeper |
| <b>Salary</b>     | Band 1      |

| <b>Education and Qualifications</b>                                              | <b>Essential</b> | <b>Desirable</b> |
|----------------------------------------------------------------------------------|------------------|------------------|
| A practical level of literacy and numeracy.                                      | X                |                  |
| <b>Experience</b>                                                                | <b>Essential</b> | <b>Desirable</b> |
| Previous experience of working in a cleaning role.                               | X                |                  |
| Experience working in education                                                  |                  | X                |
| <b>Knowledge and Skills</b>                                                      | <b>Essential</b> | <b>Desirable</b> |
| 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                |                  |
| <b>Teamwork</b>                                                                  | <b>Essential</b> | <b>Desirable</b> |
| 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                |                  |
| <b>Personal Qualities</b>                                                        | <b>Essential</b> | <b>Desirable</b> |
| 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                |

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.



Barnsley Academy  
Farm Road  
Kendray  
Barnsley  
South Yorkshire  
S70 3DL

Website: [www.barnsley-academy.org](http://www.barnsley-academy.org)  
Email: [enquiries@barnsley-academy.org](mailto:enquiries@barnsley-academy.org)  
Telephone: 01226 284606

Barnsley Academy is an 11-16 secondary and is Ofsted rated 'Good'. 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.