



Application Pack

CLEANING ASSISTANT



EMMAUS
CATHOLIC ACADEMY TRUST



Welcome from the Emmaus Catholic Academy Trust

We would like to take this opportunity to thank you for your interest in the advertised role of a **CLEANING ASSISTANT** at Corpus Christi RC Primary School. Emmaus CAT (Diocese of Salford) is a growing Catholic Academy Trust with a footprint covering Manchester, Oldham, Stockport, Tameside and Trafford.

We believe that the Cleaning Assistant will contribute significantly to the individual journey of the school, and the CAT as a whole, over the coming months and years, and we are excited for the future of the Emmaus Catholic family of schools.

Emmaus Catholic Academy Trust is one of three Catholic Academy Trusts serving the Diocese of Salford. The Diocese of Salford provides Catholic Academy Trusts, schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society.

The LGB, leadership team and community of Corpus Christi are very much looking forward to recruiting a highly effective Cleaning Assistant. The successfully appointed candidate will join the Corpus Christi community, ensuring that children and pupils get the very best Catholic education and formation for years to come.

Emmaus CAT is an integral part of The Right Rev John Arnold, Bishop of Salford's vision for the Diocese of Salford to 'Rebuild the Church, fit for future generations'. We look forward to working collaboratively with the successful candidate, ensuring that a wide range of support is in place to enable the provision of great schools, strong in faith, serving society.

Yours sincerely

Catherine Anderson
Chair of Directors

Daniel Copley
CSEL/CEO



MISSION

The Diocese provides schools and colleges for the following reasons:

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- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society

The Emmaus Catholic Academy Trust Prayer

Meet us, Lord, on the road to Emmaus,
 Guide us on the path toward our destination,
 and renew our strength as we continue to walk and
 commune with you.
 Open our eyes, so we see the signs of your presence around
 us;
 open our hearts, so we may receive your peace
 and love; and empower us to pass on to others
 the grace you have shared with us so freely.
Amen.

VISION

Our aim is simple; to ensure we have great schools, strong in faith, serving society.

We will enable our schools to provide great Catholic education across Greater Manchester.

As one Catholic Academy Trust we will work collegially to ensure that children get the very best Catholic education and faith formation.

STRATEGY

Strategic Focus 1

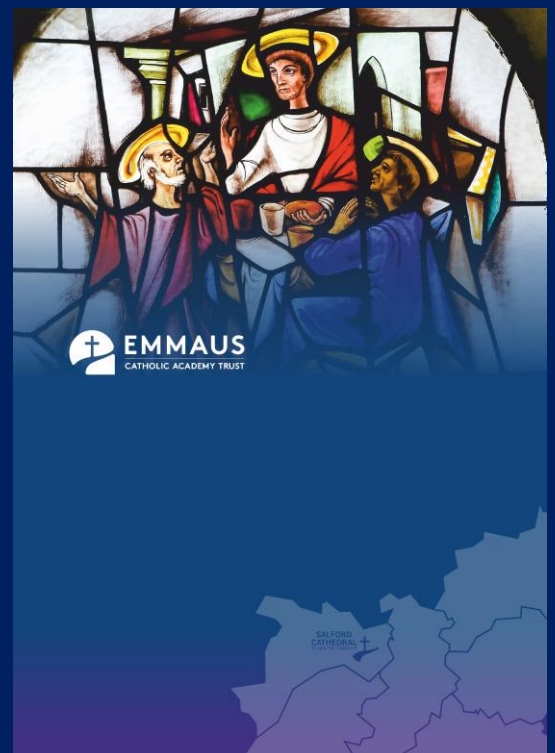
Mission. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be Strong in Faith.

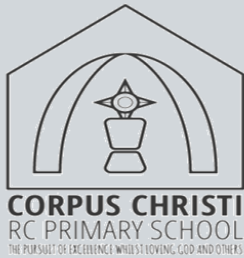
Strategic Focus 2

Quality of Education. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and Serve Society.

Strategic Focus 3

Academy Improvement. To build strong and sustainable infrastructure, making effect use of resources, enabling the Emmaus CAT school communities to Serve Society.





CORPUS CHRISTI PRIMARY SCHOOL
STANLEY ROAD
CHADDERTON
OLDHAM. OL9 7HA
TEL : 0161 652 1275
info@corpuschristi.oldham.sch.uk
Head Teacher: Mrs H Williamson

At Corpus Christi, we pride ourselves on providing a safe, clean and nurturing environment where children feel happy, secure and ready to learn. Our school is built on strong Catholic values, where respect, care and responsibility are at the centre of everything we do. Every member of staff plays a vital role in supporting our pupils, and we recognise that a clean and well-maintained environment is essential to the wellbeing and success of our school community.

We are proud to be an inclusive school with high expectations for all, where teamwork, commitment and pride in our work are highly valued. Our staff are supportive, dedicated and work closely together to ensure that our school remains a positive and welcoming place for children, families and visitors.

As a Cleaning Assistant, you will be an important part of our team, helping to maintain a high standard of cleanliness across the school. Your role will directly contribute to creating a safe, hygienic and pleasant environment in which our children can thrive.

We are looking for a reliable, hardworking and conscientious individual who takes pride in their work and understands the importance of maintaining a clean and safe school environment. If you are committed, take initiative and enjoy being part of a team, we warmly welcome your application.



CLEANING ASSISTANT

Salary: NJC Grade 2, SCP 4 (actual salary) £6,282 per annum



The Emmaus Catholic Academy Trust and local governing body of Corpus Christi RC Primary School are dedicated to providing an outstanding Catholic education to our children and pupils. We are seeking to appoint an enthusiastic and committed Cleaning Assistant to join our friendly team. Could this be you?

If it was you, you would:

- Take pride in maintaining a clean, safe and welcoming environment
- Be reliable, punctual and hardworking
- Work well as part of a team and independently when required
- Have a positive attitude and strong attention to detail
- Follow health and safety procedures carefully
- Be committed to supporting the wellbeing of children and staff
- Be trustworthy and respectful of the school environment
- Be willing to learn and follow guidance from senior staff

If so, we can offer you:

- A welcoming, friendly and supportive staff team
- A strong Catholic ethos where every role is valued
- Clear routines, expectations and support in your role
- Training and guidance to help you succeed
- A well-maintained and organised school environment
- A positive working atmosphere where teamwork is encouraged
- The chance to make a real difference to the school community

Contract/Hours of work: Permanent position. Working hours will be 3.30pm- 5.30pm, Monday to Friday (10hrs per week), term time only plus 15 days.

Salary: £6282 per annum (actual)

Grade 2 point 4, in line with NJC pay scales (pro rata).

Location: Corpus Christi RC Primary School, Chadderton, Oldham OL9 7HA

Line Management
Site Manager / Headteacher

Key Contacts

- Headteacher
- School Business Manager
- Site Manager
- Cleaning team
- All school staff

Responsibility

To maintain a high standard of cleanliness, hygiene and safety throughout the school, ensuring a clean, secure and welcoming environment for pupils, staff and visitors.

Please contact Mrs Helim, School Business Manager for further details and application form or email Fahima.Helim@CCRCPS.co.uk

Closing date for applications: Friday 24th April 2026
Interviews will take place on Thursday 30th April 2026



CLEANING ASSISTANT

Job Description

The post holder will report directly to

Main purpose of the role:

To provide a cleaning service for the specified educational establishment. Duties may include working in all types of rooms, including offices, classrooms, laboratories, showers, halls, corridors, and toilets.

- Wiping, dusting, cobweb removal, polishing banister rails spindles and wood surrounds.
- Replenishing janitorial supplies in toilets, etc (daily).

Key responsibilities:

The following is typical of duties the post holder will perform; however, it is not necessarily exhaustive and other duties of a similar level and nature may be required from time to time.

- To be responsible for cleaning certain parts of the school site as allocated by the Site Manager/Headteacher (this will vary from time to time).
- To use cleaning materials as instructed
- To operate cleaning machinery in cleaning soft and hard surfaces, e.g. vacuum cleaners.
- To self-manage with respect to time allocation and ensuring all time is used for the designated role.
- To use and abide by a daily, weekly and monthly check lists to ensure a thorough cleaning is carried out.
- Vacuum cleaning floors.
- Spot cleaning of spillages.
- Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass.
- Emptying and cleaning bins (daily).
- Cleaning toilets including sanitary fittings and surrounds.
- Mopping and spray cleaning hard floor surfaces

Additional responsibilities.

- Checking and closing windows, switching off lights after work and ensure the building is secure on exit.
- Such other duties as may be allocated from time to time.
- To store chemicals/consumables in a safe and secure place and to ensure efficient and effective usage.
- Follow Health & Safety procedures.
- To inform line management of problems actual or potential relating to delivery of cleaning service.
- To carry out any other duties as management may require.

Other Responsibilities

- Adhere to all CAT-wide policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities or attending events outside of normal working hours, with notice and upon agreement).
- Occasional travel between different sites of Emmaus CAT as required (all schools are within the Salford Diocese covering Manchester, Stockport, Trafford, Tameside and Oldham).
- Actively participate in performance reviews at regular intervals in accordance with CAT-wide procedures.
- Undertake training courses organised by the CAT where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Demonstrate consistently high standards of personal and professional conduct as defined in the Emmaus CAT Code of Conduct Policy.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting any and all concerns to an appropriate person as soon as they arise.
- Attend and participate in relevant meetings as required.
- Participate and take an active role in training and other learning activities and performance development as required.
- Support the profile of the CAT with key stakeholders, local, national and international bodies and professional sectors.
- Work as part of a team to support colleagues and contribute to the vision and mission of the CAT.

Safeguarding

- Draw attention to best practice in Emmaus CAT to support other schools and encourage links with local agencies that may deliver additional resources to the schools or families.
- Assist with and ensure that all schools comply with safer recruitment procedures and that induction includes a specific focus on safeguarding.
- Emmaus CAT is committed to safeguarding and promoting the welfare of children and young people at all times. You will be responsible for promoting and safeguarding the welfare of all children with whom you come into contact, in accordance with the CAT's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure and Barring Service (DBS).

Equality, Diversity and Inclusion

- Assist with ensuring that schools implement the equality, diversity and inclusion strategy ensuring that every learner in the CAT has a positive experience.
- Look outward to other education settings in seeking to ensure best practice is maintained in all Emmaus CAT schools and settings.
- To support, recruit, manage, develop and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning.
- To ensure the development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.



General

- Actively contribute to and promote the overall ethos and values of each school and the wider CAT.
- Maintain consistently high standards of professional conduct, tact and diplomacy at all times in dealing with pupils, parents, staff and colleagues, external agencies and any other visitors to the school or Emmaus CAT.
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the CAT's business at all times.
- Act as an ambassador for the Diocese, schools and the wider CAT within the local community and beyond, ensure that the ethos and values of Emmaus CAT are promoted and upheld at all times.
- Undertake any other reasonable tasks and responsibilities requested by the Emmaus CAT Board, CEO or Trust Central Executive team which fall within the scope of the post.
- Display resilience, motivation and commitment to support Emmaus CAT schools and being of service to the Diocese of Salford and its Catholic Community.
- Be flexible and proactive in meeting the needs of the CAT.
- Emmaus CAT and its employees are expected to support the Catholic aims and visions of the CAT, however, there is no requirement to be a practicing Catholic.

Other

The above list is not exclusive or exhaustive, and Emmaus CAT may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Emmaus CAT's responsibilities towards safeguarding.

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

Method of Working

Emmaus Catholic Academy Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires a clear appreciation of the Catholic faith, our special ethos and commitment to serving society, dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Catholic Education Service and the Emmaus CAT's Code of Conduct and reflecting the Diocesan values. You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction, ongoing performance reviews and through Emmaus CAT communications. All staff are required to maintain confidentiality as required.

Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Emmaus CAT staff.

It is a prime objective therefore that staff will at all times project to the public the image of the Emmaus CAT as keen to assist wherever possible, and positively promote the work that is carried out.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. Appointment is subject to the current conditions of employment in the Joint National Council Agreement on Pay and Conditions of Service Handbook (the Green Book)





Person Specification

Qualifications	Essential/Desirable
Level 2 or higher in English/Literacy & Maths.	D
Experience	
Previous experience in a cleaning, housekeeping, or janitorial role (commercial, office, school, healthcare, hospitality, or similar settings).	D
Experience using standard cleaning equipment such as vacuums, mops, carpet cleaners etc.	D
Experience following cleaning schedules, checklists, and health & safety procedures.	D
Familiarity with safe use, storage, and dilution of cleaning chemicals (COSHH awareness)	D
Ability to work as part of a team and on your own initiative.	E
Ability to communicate in a professional manner with staff and students.	E
Ability to operate associated equipment.	E
Conscientious attitude towards work duties with the flexibility to adapt to changing workload demands and new organisational challenges.	E
Ability to accept and understand verbal and written communication.	E
Ability to maintain a high standard at work.	E
A commitment to equality and diversity.	E
A commitment to Health & Safety.	E
Special Requirements	
Satisfactory enhanced clearance with the Disclosure and Barring Service (DBS)	E
Pre-Employment Health Check	E
Two satisfactory references	E



EMMAUS Catholic Academy Trust

2nd Floor, Crossgate House, 47-55 Cross Street, Sale, M33 7FT

0161 470 5114

CSEL/CEO - Daniel Copley

enquiries@emmauscat.com
Company No. 12206105

www.emmauscat.com

 @EmmausCAT

Applications need to be made using the CES application form, available by emailing Fahima.Helim@CCRCPS.co.uk

Closing date: Friday 24th April at 12pm

Interviews will take place: Thursday 30th April 2026

Please return completed application forms and supporting documents to

Fahima.Helim@CCRCPS.co.uk

FAO Mrs H Williamson
Corpus Christi RC Primary School
Stanley Road
Chadderton
Oldham OL9 7HA

