

Prince Bishops Primary School

Cleaner

Salary: Scale Point 3, £6,240 actual annual salary (pro rata)

Hours: 10 hours per week, 3:30pm to 5:30pm, Monday to Friday

Contract: Term-time only, plus 5 additional days

Start Date: October 2026

Duration: Fixed-term contract until August 2027

Telephone 01388 451 278

We are looking to recruit a cleaning operative to join our established team.

The successful candidate must have good communication skills and the ability to maintain a high standard of cleaning.

The post will be based in Prince Bishops Primary School however, the Trust reserves the right to require you to work at other schools in the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Prince Bishops Primary School is part of the Lingfield Education Trust. The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE) will be undertaken before an appointment is confirmed.

Application packs are available with this email. If you would like to any additional information regarding the role please call 01388 451 278

Please return completed applications directly to the school office princebishops@durhamlearning.net

Closing Date: 9am 2nd October

Interviews: Tuesday 6th October

(If you do not hear on this date, please assume that you were unsuccessful in being shortlisted this time)

JOB DESCRIPTION

POST:	Cleaner
GRADE:	Scale Point 3
RESPONSIBLE TO:	Headteacher
STAFF MANAGED:	None
JOB PURPOSE:	To clean the designated areas in line with the schools quality procedures and work programmes in a safe and efficient manner.
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Main Responsibilities	- To clean all allocated areas, as instructed by the Caretaker, which may include any or all of the following ; - Toilets and washrooms - Offices, classrooms and meeting rooms - Corridors and walkways - School Halls - Doors, windows and sills to a safe reachable level - Floors <i>(Please note this list is not exhaustive)</i> <i>Cleaning duties and areas are not fixed and maybe subject to change from time to time with other cleaners.</i> - To respond to communication with colleagues. - To ensure that a high standard of work is maintained in accordance with Quality Systems - To comply with Health and Safety policy and systems, including COSHH regulations. - To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures. - The post holder must carry out his/her duties with full regard to the Trust's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner. - To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others. - Any other duties of a similar nature related to the post which may be required from time to time.

Lingfield Education Trust	To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others. <i>These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.</i> PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY. The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post will be based in Cambrai Primary School however, the Trust reserves the right to require you to work at other schools in the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.
Date of Issue:	September 2026

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

PERSON SPECIFICATION – Cleaner

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Experience & Knowledge	• Previous cleaning experience in either industrial or contract setting (AF, I, R) • Knowledge of Health and Safety practices at work (AF, I, R)
Skills • Good verbal communication skills (I,R) • Experience of working with a range of people (AF,I,R) • Ability to maintain high standard level of cleaning (I,R)	• Previous experience of using a range of different cleaning equipment and tools (AF,I,R) • Manual handling training and experience (AF, C)
Special Requirements • Motivation to work with children (AF,I,R,D) • Ability to form and maintain appropriate relationships and personal boundaries with children (AF,I,R,D) • Emotional resilience in working with challenging behaviors and attitudes to use of authority and maintaining discipline (AF,I,R,D)	

Key – Stage identified	
AF	Application Form
C	Certificates
P	Presentation
I	Interview
R	References
D	Disclosure