Dene Academy



Cleaner

Start Date: January 2027

A Centre of Excellence

Welcome from the **Headteacher**

At Dene Academy, we have five core values and these underpin our whole school ethos and curriculum. We believe that all of our pupils should demonstrate respect, be resilient, have high aspirations and work with integrity with one clear goal: to be happy. Furthermore, central to our ethos and values is the success of every pupil in the school and, for us, this means high quality teaching and learning are at the heart of everything we do, combined with exceptional pastoral care to meet the needs of every pupil.

As a school, we are dedicated to delivering a supportive, exciting and engaging curriculum providing opportunities for challenge, creativity and independent learning. We aim for our children to feel a sense of community, grow in confidence and to be proud of their achievements. As well as encouraging a thirst for knowledge and a love of learning, we are keen to empower our children so that they are independent learners. Our aim is that all children should leave the school as highly qualified, self-reliant and articulate young adults. We are deeply dedicated to ensuring that our children have a rich and successful experience and we believe in equipping them with the skills, knowledge and confidence for the future.

From our pupils, we expect and insist upon the very highest standards: exemplary behaviour, manners and respect, commendable attitudes to learning, as well as an expectation that they are positive role models, within school and our wider community.

Finally, we believe that Dene Academy is a successful school because we value the things that are important to you: an aspirational curriculum, exceptional teaching and learning and outstanding achievement. These are the guiding principles that will ensure that our pupils grow with us to become a well-qualified, well-rounded, respectful and aspirational young adult with the knowledge, skills and attitude to be successful in whichever direction life takes them.

Mr D. Nelson
Headteacher

The **Cleaning** Team

"An exciting opportunity has arisen at Dene Academy, as we require a cleaner to be responsible for the day-to-day cleaning of a high class, state of art academy.

Dene Academy is at the heart of the community and plays an important part of children's development.

Our new school building is a vibrant learning environment, a welcoming and safe place to learn driven by high expectations. We strive as a team to inspire confidence, develop resilience, promote democracy and give children a voice to be heard, recognising only the best is good enough."

The **Person**

- Possesses excellent listening and communication skills.
- Displays a high level of organisational skills, both verbal and written.
- Displays a high level of organisational and time management proficiency.
- Exemplifies the values and ethos of the school as a positive role model.
- Collaborates as a team player, demonstrating flexibility and commitment.
- Exhibits excellent people management skills.
- Attentive to detail and thoroughness in cleaning tasks.
- Ability to work independently or as part of a team to complete cleaning assignments.

Job **Description**

JOB TITLE	Cleaner
CONTRACT TYPE	Permanent. Whole Time 11.75 hours per week.
ACCOUNTABLE TO	Line Manager / Senior Leadership Team
GRADE	Grade 1 SCP 3
SALARY	Actual - £8,134.22
REQUIRED	January 2027

RESPONSIBILITIES OF ALL POST HOLDERS

ETHOS

Employees are expected to support and contribute to the school ethos.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. This post is subject to signing our ICT Employee User Policy and having a satisfactory Enhanced DBS Certificate.

GENERAL EXPECTATIONS

Employees will:

- Contribute effectively to the work of the school and to the achievement of the 'School Improvement Priorities'.
- Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage employees and pupils to follow this example.
- Follow school policy regarding care, support and supervision of pupils.
- Attend training and development activities and courses, ensuring continuing, personal and professional development.
- Contribute to a welcoming school culture by promoting mutual respect for all.
- Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- Work as a team member.
- Act as a role model to pupils in speech, dress, behaviour and attitude.
- Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

RESPONSIBILITIES FOR ALL SUPPORT STAFF

Support Staff will:

- Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure.
- Model the values, ethos and vision of the Trust.
- Contribute to the overall ethos, work and aims of the Trust.
- Maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.
- Attend relevant meetings as required.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.
- Be aware of, and support, difference and ensure that all pupils have access to opportunities to learn and develop.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- Attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

SPECIAL CONDITIONS OF THIS POST

Specific Conditions of this post are:

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To carryout duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before any appointment can be confirmed.

RESPONSIBILITIES OF THIS POST HOLDER

RESPONSIBILITIES FOR CLEANERS

All Cleaners will:

- Lock /unlock school buildings and areas when required as a designated keyholder, ensuring the site is accessible when needed and secured correctly, following appropriate procedures, when not in use.
- Assist in providing a clean, safe environment.
- Ensure all waste bins are emptied, and refuse is removed and taken to the designated disposal point to ensure the site is clean and tidy and meets with health and safety requirements.
- Clean all furniture and fittings including ledges, pipe work and radiators ensuring high standards of cleanliness and hygiene are met and maintained.
- Clean all sanitary fixtures and fittings including the lavatories, washroom facilities and showers etc., ensuring all areas are maintained to the required standards of health and safety, reporting any damaged or broken facilities, or other maintenance issues to the appropriate member of staff.
- Carry out vacuuming in all carpeted areas ensuring correct use, carrying and storage of equipment.
- Clean all other floor areas appropriately i.e. sweeping, mopping, polishing etc.
- Ensure wet floor Health & Safety hazard signs are used when required to ensure wellbeing of staff/students is maintained.
- Use floor scrubbing machines when required, following correct operating procedures to ensure personal and others safety and wellbeing.
- Assist in the whole school clean during school closure as per the school cleaning programme.
- Check windows and doors are free from damage and closed after cleaning has been carried out to ensure the facilities are locked and secured appropriately.
- Provide cover on other sections / areas of the school when necessary.

The above list of duties and responsibilities are not an exhaustive definition of all tasks associated with the post.

Person **Specification**

		Essential	Desirable
APPLICATION	Fully supported in references.	*	
	Fully completed application form which details previous experience and provides further information about relevant experience and skills.	*	
QUALIFICATIONS AND EXPERIENCE	Willingness to undergo training relevant to the post.	*	
	Manual handling training.		*
	COSHH training.		*
	Working as part of a team.	*	
	Competence in carrying out general cleaning tasks.	*	
	Awareness of health and safety issues.	*	
	Working in a school setting / environment.		*
KNOWLEDGE, SKILLS AND ABILITIES	Able to work in a busy and demanding environment.	*	
	Be articulate and able to converse confidently in a pleasant and professional manner.	*	
	The ability to communicate both orally and in writing.	*	
	Be prepared to undertake training in health and safety, safeguarding, fire procedures and all other relevant legislations.	*	
	Flexible approach to work.	*	
	Ability to be punctual.	*	
	The ability to solve problems logically.	*	
	The ability to work as an effective member of a team.	*	
	Ability to prioritise and the flexibility to adapt where necessary.		*
	Commitment to the school and the ability to cope well with change.		*
PERSONAL ATTRIBUTES	Self-motivated.	*	
	Smart appearance.	*	
	Positive approach to the benefits of play	*	
	Positive attitude and enthusiastic approach.	*	
	The ability to enhance play through planning in the moment.	*	

Assessment against the criteria above will be through the application form, letter of application, work related assessments, interview process and references.

Application **Guidance**

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. Applications received after the closing date/time will not be considered.

Please ensure you also complete and return the required DCCR form. Completed applications must be received by the school by **9am, Monday 16th November 2026 addressed to:**

Mr D Nelson Headteacher
Dene Academy
Manor Way
Peterlee
County Durham
SR8 5RL

or by e-mail to the Office Manager, Mr C Nelson at: **enquiries@deneacademy.org.uk**

AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

REFERENCES

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS

Advance Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

PRE-OCCUPATIONAL HEALTH

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

EQUAL OPPORTUNITIES

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.

As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.