

St Mary's Catholic Primary School

Vacancy: Part time Cleaner



Post Title: Cleaner

Start Date: January 6th 2026

Contract: Permanent

Hours: 15 per week – FTE 0.39

Paid: Term Time Only: 39 plus 4 weeks, per annum pro rata

Grade: OP3

FTE Salary: £25,185

Hourly Rate: £13.05

NOR: 208

The Governors and Headteacher of our school are looking to appoint part time cleaner, who will, under the direction and instruction of senior staff: provide a clean and hygienic school environment which meets specified cleaning standards.

The school is committed to safeguarding and to promoting the welfare and safety of children and young people and expects all staff to share this commitment. Enhanced DBS and Barred List checks are required for this post, as are excellent professional references.

For an application pack and further details please email: admin@stmarys-harrington.cumbria.sch.uk

Our inspiration is our Mission Statement;

Why are we here?

Jesus told us to love one another.

We do this by showing respect and caring for each other.

We want everyone to do their best at all times and take pride in themselves because each one of us is special to God.

JOB SPECIFICATION

TASKS – OPERATIONAL

Cleaning of Classrooms/Toilets/Hall/Corridors and Learning Huts

- Vacuum (spot clean where necessary)
- Hard flooring – dust control sweep or vacuum, damp mop classrooms daily
- Furniture/desks – damp dust (all removable furniture eg trolleys must be pulled out and cleaned under)
- Clean toilets and other sanitary areas
- Fixtures & fittings – dust and damp wipe (incl skirting, pipes, window ledges)
- Bins – empty daily and damp wipe monthly
- Clean inside and outside surrounds of sinks
- Doors – remove marks from glass, doors and walls
- Clean telephones
- Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises – including the hall floor

Cleaning of Corridors

- Hard flooring – dust control sweep or vacuum, damp mop
- Furniture/desks – damp dust (all removable furniture eg trolleys must be pulled out and cleaned under)
- Fixtures and fittings – dust and damp wipe (incl skirting, pipes, window ledges)
- Doors – remove marks from glass, doors and walls
- Skirting

Waste

- Collect and bag up waste of both inside and outdoor bins
- Clean and maintain waste bins

General

- Any other appropriate duties as required by the Headteacher
- Ability to work unsupervised

TASKS – RESOURCES

- Ensure the maintenance of a clean and orderly working environment
- Timely & accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping if required
- Refill and replace consumables
- Report faulty equipment & other maintenance requirements to appropriate person
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate

TASKS – ORGANISATION

- Maintain and arrange orderly and secure storage of supplies
- Ensure cleanliness of equipment, check for quality and safety - reporting any faults to an appropriate senior person
- Operate everyday equipment in accordance with instructions
- Maintain specialist equipment, check for quality and safety and report damage to the appropriate Person
- Ensure compliance by self and others with all health and safety policies and procedures.
- Ensure safe use by self and others of equipment and materials.
- Create and maintain a purposeful, orderly and productive working environment
- Promote and ensure the health and safety of pupils, staff and visitors

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of school users at all times
- Water Temperature checks
- Fire alarm testing (7.30am)

Person Specification

POST TITLE: Cleaner

Experience	<ul style="list-style-type: none">• General cleaning work• Able to communicate clearly, understand and follow instructions
Qualifications /Training	<ul style="list-style-type: none">• Cleaning and support services N/SVQ Level 1 OR equivalent experience or equivalent qualification, or willingness to train to achieve these
Knowledge/ Skills	<ul style="list-style-type: none">• Willingness to use relevant equipment• Ability to relate well to children and adults• Basic first aid knowledge as appropriate• Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards• Willingness to gain knowledge of health and safety procedures and precautions• Willingness to gain awareness of COSHH regulations• Willingness to gain awareness of health and hygiene procedures• Willingness to participate in development and training opportunities• Ability to work on own or as part of a team• Be flexible to changing demands of the post• Ability to prioritise work• Must be in good health

Applications, when submitted, should be sent electronically to admin@stmarys-harrington.cumbria.sch.uk if possible or posted to the school address to arrive by 12 noon on Wednesday 3rd December 2025.

Interviews will be held on shortly after and all candidates selected for interview will be notified before 5pm on Thursday 4th December 2025.