



# RECRUITMENT PACK

## Cleaner



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## WELCOME FROM ZOE MABBOTT, HEADTEACHER

Dear Applicant,

Thank you for your interest in the Cleaner position at St Michael and St John's RC Primary School, I am delighted that you are considering joining our wonderful school community, and I hope this introduction offers a true sense of our caring and vibrant community.

St Michael and St John's is a nurturing Catholic community, situated in the centre of Clitheroe, a vibrant market town, located in the heart of the Ribble Valley. Our mission statement is at the heart of everything we do:

*"Following the example of Jesus, together we learn, love and respect one another to be the best we can be."*

We are proud to be a school where every child is known, valued and supported. St Michael and St John's is "a welcoming place to be," where "pupils are friendly and respectful" and "feel cared for and safe." Visitors often comment on our warm, inclusive ethos, and you are very welcome to come and experience this for yourself.

Children's behaviour, attitudes and personal development are key strengths of our school. Together, these make St Michael and St John's a very special place where children thrive and fully embrace the wide range of opportunities available to them. We are particularly proud of how our pupils take on responsibility, whether through leadership roles or by supporting younger children. Our dedicated staff work closely together to ensure that all pupils are supported to succeed and achieve their potential.

As Headteacher, I am committed to working in partnership with families to ensure a safe, happy and purposeful environment where everyone is encouraged and supported to give their very best. At St Michael and St John's, each child is recognised as an individual, with their talents nurtured and celebrated.

We are committed to ensuring every child flourishes and develops into a confident, responsible citizen, aware of their role in the wider world.

I look forward to receiving your application.

Yours faithfully,

Zoe Mabbott

WELCOME FROM KEVIN DOWNES, CHAIR OF THE BOARD OF GOVERNORS

Dear Applicant,

On behalf of the Governing Body of St Michael and St John's RC Primary School, thank you for your interest in the role of Cleaner at our school.

As you may know, our school is in an easily accessible location in the centre of Clitheroe, adjacent to the church of St Michael and St John, in the parish of Our Lady of the Valley, with which we have strong links. The school buildings look out over the playground and playing fields to the impressive Pendle Hill beyond.

A strength of our school is its ethos which is inclusive, welcoming and caring. We care for each other and for the school environment as well as for the wider environment.

Children are at the heart of everything we do and we believe that a safe, well-maintained and clean school is essential for our children to thrive and be the best they can be. We are looking for an energetic, reliable and dedicated individual who takes pride in their work to join us in helping to ensure that this is achieved.

If, after reading the accompanying information, you believe you have the qualities we are looking for and the desire to carry out the role then we would be delighted to receive your application.

Yours faithfully,

Kevin Downes

# JOB ADVERT

## CLEANER

PERMANENT/TERM TIME (PLUS 2 WEEKS IN THE SUMMER HOLIDAYS)

25 HOURS PER WEEK

GRADE FLW £24,309 FTE [£13,888 PRO-RATA]

RESPONSIBLE TO: HEADTEACHER

MAIN LOCATION: ST MICHAEL AND ST JOHN'S RC PRIMARY SCHOOL

REQUIRED TO COMMENCE SEPTEMBER 2026

St Michael and St John's RC Primary School is a friendly Catholic school with a strong family ethos, good reputation and excellent links with the church, parish and local community

The Board of Directors of the Romero Catholic Academy Trust, alongside The Governors of St Michael and St John's RC Primary School, are seeking to appoint an energetic, well-motivated Cleaner to join their team. Under the direction and instruction of the Site Manager, the successful candidate will work to an agreed quality standard, to undertake the cleaning of the school premises, ensuring that it is kept in a clean and hygienic condition, promoting a safe and well-maintained environment for all students, staff and visitors.

No previous experience in a school setting is required.

We are looking for someone who: -

- Have excellent organisational and planning skills
- Are reliable and punctual
- Have the ability to prioritise workload and meet deadlines
- Are willing to work as part of a team

Hours of work are Monday-Friday 6am – 8.30am and 4pm - 6.30pm

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. Visits to the school are warmly welcomed and can be arranged by contacting the school office on **01200 422560** or **bursar@ssmj.lancs.sch.uk**

**Full details and recruitment monitoring forms are available from the Romero Catholic Academy Trust website: [www.romerocat.com](http://www.romerocat.com) or the school website [www.ssmj.lancs.sch.uk](http://www.ssmj.lancs.sch.uk)**

*We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.*

<b>Closing Date</b>	12 noon, 6 <sup>th</sup> July 2026
<b>Shortlisting Date</b>	6 <sup>th</sup> July 2026
<b>Interview Date</b>	15 <sup>th</sup> July 2026

## CLEANER

### JOB DESCRIPTION

#### JOB PURPOSE

Under the direction and instruction of the Site Supervisor, to undertake the cleaning of designated areas within the School premises to ensure that they are kept in a clean and hygienic condition, to the agreed quality standards.

#### MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

##### CLEANING

- Cleaning including closure cleaning;
- Sweeping, vacuum cleaning and mopping of floors;
- Emptying litter bins;
- Polishing and dusting of surfaces and fixtures and fittings;
- Cleaning of changing rooms, toilets and shower facilities, including replenishment of paper towels, toilet rolls and other disposables;
- Using appropriate powered equipment e.g. floor buffer;
- To notify line management or other Senior member of staff, of any damage to buildings and equipment or anything you see that may be dangerous to pupils or staff;
- To inform Site Supervisor of matters requiring attention e.g. light bulb replacement, blocked toilets etc;
- To inform Site Supervisor when there is low stock of cleaning materials and other disposables etc;
- To undertake training in the correct use of cleaning equipment as appropriate;
- Additional cleaning for one-off occasions i.e. Open Evenings, Visits etc.

##### GENERAL

- Keyholder Responsibilities; to open up the building at 6am and lock up at 6.30pm
- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures;
- To participate in the School's appraisal scheme where appropriate;
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

##### ADDITIONAL

- To support and demonstrate a commitment to the distinctive Catholic mission and ethos of the school
- In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time

## CLEANER

### PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A) Certificate (C) Interview (I) Test (T) Reference (R)
<b>Experience</b>		
Experience of working as a cleaner	D	A
Experience of using powered equipment (eg. floor buffer)	D	A
<b>Knowledge and Experience</b>		
Ability to work as part of a team	E	A / I
Flexible attitude to work	E	A / I
Ability to work in an organised and methodical way	D	A / I
Awareness of Health & Safety issues	D	A / I
Awareness of CoSHH	D	A / I
<b>Skills and Abilities</b>		
Good interpersonal skills	E	A / I
Positive approach to customer care and service delivery	E	A / I
Commitment to undertaking relevant training and development	E	A / I
<b>Personal Qualities</b>		
Commitment to the Trust's ethos and values	E	A / I
<b>Other</b>		
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
<b>Note: We will always consider your references before confirming a job offer in writing</b>		
Prepared by: RCAT HR Department		Date: Sept 2023

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## EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

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## HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

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## SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

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## ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

## CLEANER

### HOW TO APPLY

If you would like to find out more about the position, please contact Joanne Holmes on 01200 422560 or [bursar@ssmj.lancs.sch.uk](mailto:bursar@ssmj.lancs.sch.uk)

**Please apply through My New Term via the Romero website:**

[Romero Catholic Academy Trust | Vacancies](#)

*We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.*

<b>Closing Date</b>	12 noon Monday 6 <sup>th</sup> July 2026
<b>Shortlisting Date</b>	6 <sup>th</sup> July 2026
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