



# Information pack for Khalsa Primary School



School Cleaner

# Headteacher welcome

Dear Applicant

Thank you for your interest in joining our exceptional school community.

Khalsa Primary School is a unique and inspiring place to work, where ambition, collaboration and high expectations shape everything we do. Our staff team is dedicated, reflective, and committed to going above and beyond to provide the very best for our children.

At Khalsa Primary School, we support one another's professional growth and work collectively towards a shared vision: to be one of the best schools in the country. Our leadership team is deeply committed to nurturing and empowering staff at all levels, ensuring that everyone feels valued supported, and able to thrive.

As part of the Sikh Academies Trust, we welcome pupils from all backgrounds, cultures, and starting points. Our mission is simple yet powerful: to help every child learn, flourish, and grow into a responsible, kind, and aspirational citizen who contributes positively to the world around them.

We believe that every child should experience a world-class education, one that extends far beyond academic success. There is no glass ceiling here, and every pupil is encouraged to achieve their full potential, regardless of their starting point or individual needs. Our commitment to excellence was recognised in our Outstanding Ofsted rating, reflecting the high aspirations we hold for our entire school community.

Our curriculum is carefully planned and sequenced from Nursery to Year 6, based on the National Curriculum but enriched to create meaningful, memorable learning experiences. We offer a wide range of enrichment and extra-curricular opportunities to help children discover and develop their unique talents, interests and strengths.

We are delighted that you are considering joining Khalsa Primary School. This is a vibrant, values-driven, forward-thinking community where staff and pupils are encouraged to grow, lead, and make a difference. We hope you will be inspired by what you learn about us and choose to become part of our journey.

Mrs P. Dhaliwal  
Headteacher

# About the school and the role

**Role: School Cleaner**

**Apply by: 30<sup>th</sup> January 2026**

**Salary: £8,865 annually (actual salary)**

**Start date: As soon as possible**

## **The role**

The Cleaner will be responsible for ensuring that the school premises are cleaned, maintained, and presented to a high standard, providing a safe, hygienic, and welcoming environment for pupils, staff, and visitors.

## **About us**

Khalsa Primary School is a welcoming and high-achieving school, recognised for its strong values, nurturing environment, and commitment to every child's success. As part of the Sikh Academies Trust, we are rooted in Sikh principles while proudly inclusive - embracing children and families of all faiths and backgrounds.

Our ethos promotes kindness, selfless service, respect, and equality. These values guide every aspect of school life, and they help our pupils develop confidence, empathy, and a lifelong love of learning.

At Khalsa Primary School, we have high expectations for behaviour, learning, and personal growth. Through our strong moral foundation and ambitious curriculum, children are encouraged to aim high, work hard, and contribute positively to their community.

## **What Ofsted says**

In our most recent Ofsted inspection, inspectors praised our pupils, who "consistently behave with great maturity and kindness towards each other", and the strong relationships between staff and children.

## **A place to grow and thrive**

We offer a broad, creative curriculum and a rich programme of enrichment that supports every child to reach their potential. Our dedicated staff work closely with families to ensure each pupil flourishes academically, socially, and spiritually in a safe and supportive environment.

## **Key Responsibilities**

Your role will include:

### **Cleaning and Maintenance**

- Cleaning of classrooms to include wiping of pupil and teacher tables, chairs, other work stations, floor area and general tidying up.
- Clearing of pupil toilets to include mopping of floors, wiping down sinks and taps, wiping door handles and all other areas within toilet blocks.
- Replenish toilet paper, soap etc.
- Vacuum classrooms in all areas.
- Empty rubbish bins and dispose of waste as instructed.
- Classrooms must be left clean and tidy.
- Vacuuming communal areas and leaving them clean and tidy, ensuring obstructive items are removed and areas left safe.
- Wiping down communal areas, door handles, tops of bookcases, wiping down window ledges etc.
- Cleaning of communal toilets (including wiping down sinks, taps, mopping floors, wiping all surface areas, door handles and replenishing toilet paper etc).
- Wiping down staff room tables, sinks and all surface areas.
- Vacuuming staff room and emptying bins including all recycle bins.
- Other ad-hoc tasks must be completed as required.

### **Health, Safety, and Compliance**

- Follow all school health and safety procedures, including safe use of chemicals (COSHH).
- Report hazards, maintenance issues, or damaged equipment to the Site Manager.
- Maintain good standards of hygiene to support infection control.

### **Teamwork and Communication**

- Work collaboratively with the site team to meet cleaning schedules.
- Communicate effectively with colleagues and follow instructions.
- Maintain confidentiality in line with school policies.

### **Professional Conduct**

- Uphold the values and ethos of the school.
- Maintain punctuality, reliability, and a professional approach at all times.
- Participate in training and development as required.

### The Trust's Commitment to Safeguarding

Khalsa Primary School is committed to safeguarding and promoting the welfare of children and young people. An enhanced Disclosure and Barring Service (DBS) check will be required for the successful candidate.

# Person Specification

Criteria	Essential	Desirable
Experience	Relevant cleaning experience.	Experience of working in a school.
Knowledge	Awareness of health and safety.  Understanding of manual handling guidance.	Knowledge and understanding of Control of Substances Hazardous to Health (COSHH) regulations.
Job Related Skills and Attributes	Able to follow instructions.  Able to communicate effectively with colleagues.  Physically fit.  Able to operate cleaning equipment safely.  Able to maintain an orderly and safe working environment.	Be able to establish trust in relationships with pupils, staff, other professionals and parents.  Able to develop and share knowledge and experience of the appropriate use of cleaning materials and equipment with other colleagues.
Personal Qualities	Reliable, punctual, and flexible.  Able to work on own initiative. Flexible, enthusiastic and highly organised.  An effective team player. Self-motivated.  Commitment to upholding the school's values and	

# How do I apply for the role?

Further information and an application form can be found on our school website: [khalsaprimarieschool.com](http://khalsaprimarieschool.com). For more information, or to arrange a visit to the school (encouraged), please contact [hr@sikhacademiestrust.com](mailto:hr@sikhacademiestrust.com). Applications will be shortlisted and interviewed at the earliest opportunity. Early applications for this post are recommended.

Khalsa Primary School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to an enhanced DBS record check.

Khalsa Primary School reserves the right to interview and appoint this position ahead of any advertised application closing date, should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.

# Our values

Our school community acts in accordance with our **KHALSA** values, and thus we have developed a kind, caring and ambitious culture:



**Kindness**



**Honesty**



**Achievement**



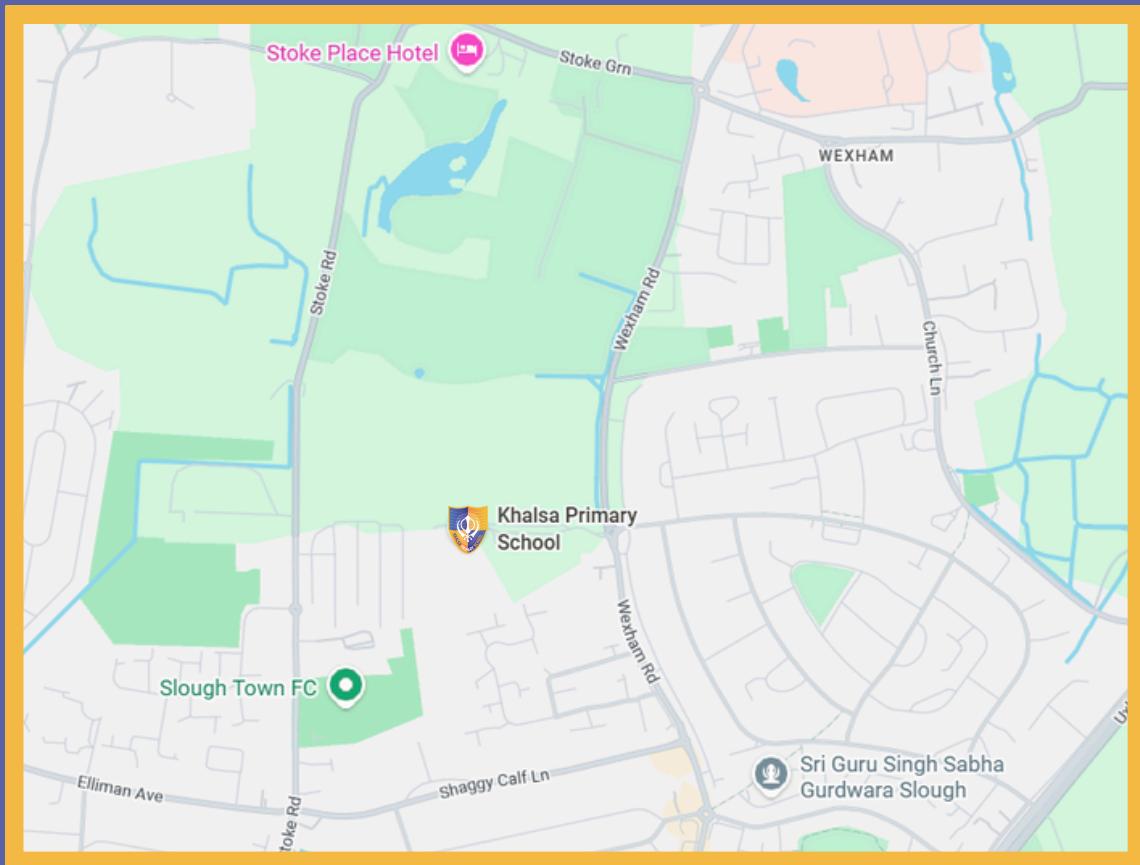
**Love**



**Service to others**



**Aspiration**



## Contact us:

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