



PRINCE REGENT  
STREET TRUST

# Application Pack

## Hartburn Primary School

### Cleaner

HARTBURN  
PRIMARY SCHOOL



PRINCE REGENT STREET TRUST

Company Registered Number: 11474011 | CEO: Julia Armstrong  
C/O Hartburn Primary School, Adelaide Grove, Hartburn, Stockton-on-Tees, TS18 5BS

Tel: 01642 065038 | Email: [admin@princeregentrust.co.uk](mailto:admin@princeregentrust.co.uk)

[www.princeregentrust.co.uk](http://www.princeregentrust.co.uk)



# PRINCE REGENT

## STREET TRUST

Dear Candidate,

Thank you for showing an interest our cleaner vacancy. Hartburn Primary is looking for a dedicated individual to help create a safe, clean and welcoming environment.

This is an exciting opportunity to be part of a school where inclusion, high expectations and a strong sense of community sit at the heart of everything we do. Hartburn is a remarkable school with a strong sense of community and an enviable culture of high expectations, resilience and opportunity. As part of Prince Regent Street Trust, Hartburn continues to build on a track record of success and sustained improvement. The school's most recent Ofsted inspection confirmed its continued effectiveness and strengths, reflecting the commitment and passion of its staff, Governors and wider school community.

We are looking for someone who:

- Is committed to helping maintain a clean, safe and welcoming school environment
- Has high standards of cleanliness and hygiene
- Is friendly and able to work effectively as part of a team
- Is reliable, enthusiastic, trustworthy and flexible
- Is proactive and able to work on their own initiative
- Is able to undertake physical tasks, including lifting and bending

Our Trust community is a wonderful place to be. You will be supported by an experienced school leadership team and colleagues from across the Trust who value your experience and will support your development. Your role in our Trust will not be a lonely job as we value individuals and relationships at every level. We very much look forward to hearing from you as you progress your interest in this post to an application.

Kind regards

**Mrs Julia Armstrong – Chief Executive and Accounting Officer**



# PRINCE REGENT

STREET TRUST

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# PRINCE REGENT

## STREET TRUST

### About us

Founded on the principles of the primary curriculum, the Prince Regent Street Trust is a group of six primary schools with a common purpose; through a vision centred on excellence, opportunity and partnership our children receive the educational experience they so richly deserve. The Prince Regent Street Trust is fundamentally one of sustainable school improvement.

At Prince Regent Street Trust, we recognise that every child is a unique individual and that every school serves a unique community. Developing and understanding the vision, values, strategy and culture of each school enables us to work in partnership with each member of the school community to ensure a bespoke, aspirational, effective and sustainable approach to school improvement. Every decision we make is for our children! They are at the heart of everything we do and they influence the decisions we make. Our staff and leaders work tirelessly to ensure every child receives the educational experience, and opportunities that they so richly deserve; as a result they acquire the rich foundations which prepare them for future learning.

We strongly believe that every child has the right to the highest quality education. Successful schools and their leaders hold the responsibility to work alongside other schools to support improvement. Leaders have a collective responsibility for improving the whole system for mutual benefit. We are in such a privileged position as we have the power to influence; and to change lives for the better. A culture of partnership working, accessing quality opportunities and striving for educational excellence is well embedded and is at the heart of all we do.

It is important that our Trust is an organisation of choice and that all stakeholders are proud to be part of it. Our Trust recognises and rewards the efforts and commitment of its staff ensuring they are valued and appreciated. Promoting and establishing an appropriate work-life balance empowers staff. We need to invest in our staff so that they are fully-equipped to succeed.

Positive, trusting relationships are key to the success of any trust. Our Trust central team invests time in getting to know and gaining the trust of all members of staff to create a culture of support, challenge and accountability.

At Prince Regent Street Trust, we:

- have very high expectations for all
- believe in a strong focus on teaching and learning
- believe in schools keeping their own unique identity. This is promoted and celebrated and enables us to stand out amongst other organisations
- believe in establishing and maintaining strong partnerships (LA, other trusts)
- are inclusive; we support all pupils, including those with SEN and vulnerable pupils and their families

All of our schools are good and outstanding, yet are very different in so many ways. We feel that having such a variety of different sizes and school contexts enhances our capacity to support and develop other schools, impacting across the Tees Valley and northern region

*"I felt proud to get the headteacher award and the medal and trophy are now in my bedroom."*

*"I've loved today because I got to see friends from other schools, and I really enjoyed the maths games."*



**PRINCE REGENT**  
STREET TRUST



**2018**

In October, Prince Regent Street Trust was formed with Hartburn, Village & Wolviston Primary Schools



**2022**

In October, the Trust held its inaugural Conference 'Excellence in the Everyday'



**2023**

In January, Village Primary opened a Two Year Old Provision



**2023**

In February, 1<sup>st</sup> Trust OFSTED Inspection at Hartburn Primary; achieved GOOD in all areas



**2023**

In March, Barley Fields Primary School joined the Trust



**2023**

In March, Village Primary received an OFSTED Inspection; achieved GOOD in all areas



**2023**

In June, the Trust held the inaugural Sports Cup tournament at MSV



**2023**

In December, pupils across the Trust recorded the 1<sup>st</sup> Xmas song



**2024**

In March, the Trust held its 2<sup>nd</sup> Conference 'Opportunities on Our Horizon'



**2024**

In May, Kader Academy joined the Trust



**2024**

In July, the Trust held the 2<sup>nd</sup> Annual Sports Cup tournament at MSV



**2024**

In December, pupils across the Trust recorded their 2<sup>nd</sup> Xmas song



**2025**

In February, Wolviston Primary received an OFSTED Inspection; achieved OUTSTANDING in 3/5 & GOOD in 2/5 areas



**2025**

In March, the Trust held its inaugural Maths Challenge Day for pupils



**2025**

In April, the Trust held its 3<sup>rd</sup> Conference 'Enhancing Education Through Collaboration'



**2025**

In July, Oxbridge Lane Primary joined the Trust

*"I made some new mates and we worked hard to come up with a celebratory dance if we won and we did! It was so much fun! We have never been to the Sports Village and done anything like this before and we enjoyed it so much- we can't wait to go again next year!"*

*"It was the best day I've ever had because I made new friends with children from other schools that I had never met before and they encouraged me to do my best!"*

*"Maths is one of my favourite lessons, but my favourite part of the day was winning the trophy!"*

# Our Schools



*'During my time working for the Trust, I have had so many opportunities to develop myself professionally. I am just about to commence my NPQH qualification with support from the Trust'.*

*'I enjoy having the opportunity to talk to teachers from the different schools in the Trust which has supported me with my subject leadership'.*

*'I love the way that each individual school in the Trust is so different and that is celebrated and encouraged.'*

Hartburn Primary School	The Village Primary School	Wolviston Primary School	Barley Fields Primary School	Kader Primary School	Oxbridge Lane Primary School
Adelaide Grove TS18 5BS 01642 646001	Windsor Road TS17 8PW 01642 676768	The Green TS22 5LN 01740 644374	Lamb Lane TS17 0QP 01642 767051	Staindrop Drive TS5 8NJ 01642 256599	Oxbridge Lane TS18 4DA 01642 607421
Head Teacher: <a href="https://www.hartburn.org.uk">https://www.hartburn.org.uk</a>	Head Teacher: Debbie Wheeldon <a href="http://www.thevillageprimary.org.uk">www.thevillageprimary.org.uk</a>	Head Teacher: Susan Hawes <a href="http://www.wolviston.org.uk">www.wolviston.org.uk</a>	Head Teacher: <a href="http://www.barleyfieldsprimaryschool.org.uk">www.barleyfieldsprimaryschool.org.uk</a>	Head Teacher: Janet Donald <a href="http://www.kaderacademy.co.uk">www.kaderacademy.co.uk</a>	Head Teacher: Lauren Amerigo <a href="http://www.oxbridgelane.org.uk">www.oxbridgelane.org.uk</a>
OFSTED February 2023 <b>Good</b>	OFSTED March 2023 <b>Good</b>	OFSTED February 2025 <b>Outstanding 3/5 Good 2/5</b>	OFSTED November 2025 <b>Strong standard 4/7 Expected standard 3/7</b>	OFSTED April 2022 <b>Good</b>	OFSTED September 2021 <b>Good</b>
Number on Roll (PAN 90) 561 (Including nursery)	Number on Roll (PAN 30) 238 (Including nursery)	Number on Roll (PAN 15) 118 (Including nursery)	Number on Roll (PAN 90) 664 (Including nursery)	Number on Roll (PAN 60) 436 (Including nursery)	Number on Roll (PAN 30) 231 (including nursery)
PP 13.4%	PP 46.2.8%	PP 5.9%	PP 6.0%	PP 17.9%	PP 42%
SEND 11%	SEND 17%	SEND 11%	SEND 17%	SEND 20%	SEND 17%
EAL 8.4%	EAL 5.0%	EAL 6.8%	EAL 0%	EAL 47.1%	EAL 42%

HARTBURN  
PRIMARY SCHOOL



## Cleaner – Job Advert

Prince Regent Street Trust wishes to appoint a Cleaner at Hartburn Primary School.

### Contract Details

Required September 2026

15 hours per week, Term Time Only  
15:00 to 18:00 Monday – Friday

**Salary Scale** *(Salary shown is actual based on pro-rata from named NJC scale points and length of service)*

**Grade C NJC Scale Point 3** £8,685 - £8,882 *(pay award pending for April 2026)*

We are able to offer you an exciting opportunity in one of our Schools.

Hartburn Primary is a school with 531 highly motivated and well-behaved pupils on roll, based in Stockton. The school has been part of Prince Regent Street Trust since formation in 2018.



Hartburn Primary School is a highly effective organisation. The school is forward facing and determined to provide a bespoke curriculum to meet the needs of the children it serves.

Every child deserves to maximise their full potential. This is proven through consistently high outcomes which have been sustained over the last five years.

Our bespoke Hartburn curriculum is underpinned by three main principles: High Expectations, Resilience and Local & Global Responsibility. It fosters positive character qualities which are encompassed in our Hartburn Hopes; children at Hartburn endeavour to be courageous, honest, compassionate, respectful, resilient, and ambitious and they understand the importance of these virtues.



We are looking to appoint an individual who:

- Is committed to helping maintain a clean, safe and welcoming school environment
- Has high standards of cleanliness and hygiene
- Is friendly and able to work effectively as part of a team
- Is reliable, enthusiastic, trustworthy and flexible
- Is proactive and able to work on their own initiative
- Is able to undertake physical tasks, including lifting and bending



# PRINCE REGENT STREET TRUST

## Harburn Primary School

**Address:** Adelaide Grove, Stockton on Tees, TS18 5BS

**Website:** <https://www.hartburn.org.uk/>

The closing date for applications: 12noon, **Friday 8<sup>th</sup> May 2026**

The shortlisting selection and invitations to interview the applicants will be completed by **Friday 15<sup>th</sup> May 2026** and interviews are scheduled to be the **week commencing Monday 18<sup>th</sup> May 2026**. Exact dates to be confirmed with successful applicants.

## Disclosure

This post is subject to an enhanced DBS check. The school and Trust are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to rigorous pre-employment safeguarding checks, which will be undertaken before an appointment is confirmed.

The appointment is in accordance with the School Teachers' Pay and Conditions Document and other education and employment legislation, to provide professional leadership to the school which secures its success and improvement, ensuring high quality education for all its pupils and good standards of learning and achievement.

**Candidates must only apply via MyNewTerm. Visit Trust Vacancies page for more information.**

**CV's will not be accepted.**

## Job Description

This post holder is accountable to the School Site Manager and School Senior Leadership Team.

**As cleaner, duties of this role will include but may not be limited to:**

- Wiping down surfaces to the required standards
- Vacuuming carpeted areas to the required standards
- Dusting surfaces to the required standards
- Sweeping hard surfaces to the required standards
- Emptying bins to the required standards
- Cleaning toilets, basins and sinks to the required standards
- Mop and bucket floor areas, and buff floors
- Use of step ladders to clean up to a height of 11 feet
- Notify supervisor where stocks are low
- Ensure correct materials are used, awareness of COSHH as it applies to schools
- Follow agreed risk assessment when moving furniture etc to clean
- Ensuring cleaning materials are safely stored, and are not accessible to children
- Ensuring that cleaning materials are kept in safe and appropriate containers (i.e. clearly labelled)
- Alerting appropriate staff of potential Health & Safety risks encountered during duties (e.g. trailing wires, worn carpet etc.)
- Participate in training and other activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory
- Any other duties as deemed appropriate by the Line Managers

The work of the school/trust changes and develops continuously which in turn requires staff to adapt and adjust. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with any relevant school priorities set from time to time. Any major changes will involve discussion and consultation with you.

Whilst the main duties and responsibilities of the post are set out above, each individual task to be undertaken has not been identified. Staff will be expected to comply with any reasonable request from their line manager to undertake work related to supporting in education that is not specified within this job description and which is commensurate with the level of the post.



# PRINCE REGENT STREET TRUST

## Why Prince Regent Street Trust?

At Prince Regent Street Trust we are always looking to take on talented and impassioned individuals who align with our values of Excellence – Opportunity – Partnership. There are many reasons to choose our Trust as a great place to start or continue your career. We recognise the importance of a happy, healthy, rewarded and well-motivated workforce. Whether you are a senior leader, teacher or a member of our support staff we care about your career and want to help you feel valued and supported in your job. We are fully committed to supporting your career and professional growth, we offer extensive professional learning opportunities for all employees through a range of routes both across the Trust and from external partners.

### Our offer

- High quality professional development opportunities for all members of the school community
- Opportunities for collaboration at all levels for all staff through Trust wide working parties and peer networks
- Experienced, education-focussed Trust Central Team offering support across all areas of School
- Trust wide documentation to ease workload

*'I have made so many new friends and colleagues since being part of Prince Regent Street Trust. I feel well supported by others and there is always someone to share ideas with.'*

- Union Representatives invited into school
- Wesleyan Local Government and Teachers Pension Advisory Services
- Education Mutual membership:
  - Physiotherapy services
  - Mental Health services (counselling and menopause support)
  - Surgical assistance program
  - Financial wellbeing coaching
  - Flu jabs
  - 24/7 GP service
- HR Alchemy Professional Support
  - RewardMeNow app, including savings at Costa, ASOS, B&Q and Deliveroo
  - Occupational Health services

*'The GP contact was an efficient and extremely professional service. They were able to diagnose and prescribe medication during school hours and I was able to choose a convenient location to collect my prescription'*

- Well-being days / Golden Ticket Days for all staff
- Trust Wide Celebrations
  - End of Term Events
  - Termly Pupil Events such as PE, Music, Maths and a number of others

## Person Specification

Category	Essential	Desirable	Identified
<b>Application</b>	<ul style="list-style-type: none"> <li>• Fully supported in references</li> <li>• Well-structured application</li> </ul>		Application / references
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Qualifications at GCSE level or equivalent in Maths and English</li> <li>• Willingness to participate in relevant training and development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• COSHH training</li> <li>• Health &amp; Safety training</li> <li>• NVQ Level 1 in Cleaning</li> </ul>	Application
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> <li>• Previous cleaning experience</li> <li>• Experience using heavy cleaning equipment, e.g. buffer</li> </ul>	Application / interview
<b>Professional Development</b>		<ul style="list-style-type: none"> <li>• Evidence of continuous development and willingness to self-improve</li> </ul>	Application

Category	Essential	Desirable	Identified
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Demonstrate good inter-personal skills and an approachable personality</li> <li>• Ability to communicate effectively</li> <li>• Strong oral and written communication skills</li> <li>• Ability to work as part of an ambitious and committed team</li> <li>• Able to use own initiative</li> <li>• An understanding of hygiene and good health</li> <li>• Ability to work to deadlines</li> <li>• Ability to use heavy cleaning equipment, e.g. buffer</li> </ul>		Application / reference / interview
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Pleasant and friendly manner</li> <li>• Polite and punctual</li> <li>• Reliable</li> <li>• Commitment to achieving high standards of cleanliness and hygiene</li> <li>• A commitment to working as part of the whole school team and supporting the vision and aims of the school</li> <li>• Commitment to personal development.</li> <li>• To be flexible in order to meet the demanding nature of this role.</li> <li>• Flexibility, mental resilience and well-developed self-management skills</li> </ul>		Application / reference / interview