

**Empowering futures:  
for a better tomorrow**



Create cleanliness, support safety, prepare spaces for success

**Join us as a School Cleaner at  
Newton Abbot College.**

Your work will help ensure that every classroom, corridor, and communal space is a place where learning can flourish.

£12.65 per hour, plus holiday pay

15 hours per week (3 hours per day, 15:15 – 18:15 Monday to Friday)

41 weeks per year primarily during term time (with an additional 3 weeks being worked during the holiday periods)

Permanent contract - Role available for immediate start upon completion of the onboarding process.



**Newton  
Abbot  
College**

Proud to be part of



**Education  
Trust**



## Welcome

Everything we do across our family of eight schools in our Trust is focused on our mission to deliver a high-quality and inclusive education for our pupils.

At [Newton Abbot College](#), we believe in setting high standards. This conviction drives our commitment to supporting all students to ensure that they achieve more than they thought was possible. You will work alongside friendly, caring and diligent colleagues who approach their work with care and compassion.

Join us and be part of a school—where your contribution matters and makes a real difference.

Please take some time to learn a bit more about our school and our Trust, and what makes us, us, our values. We feel it is an exciting time to join us. We hope to meet you soon.

## The role: School Cleaner

Are you looking for a school where the work you do truly matters?

As we raise the bar for the environment our students learn in, your contribution will help create a space where young people feel safe, focused, and ready to achieve their best. This is a role where your care and commitment genuinely shape daily school life.

### About the role

As a School Cleaner, you will play a vital part in maintaining a clean, welcoming, and well-kept environment across the college. In our inclusive and supportive community, your work ensures that every student—regardless of background or ability—has a safe and positive space to learn. You'll help keep classrooms, corridors, and shared areas clean and ready for learning, supporting the smooth running of the school every day.

### What makes us special

Our staff team believe passionately in the power of education to transform lives. We are committed to providing the best possible educational experience that we can; an experience that supports, challenges and inspires our students to achieve their potential and develop into well

rounded, kind, resilient and responsible young people, who have a deep love of learning and a curiosity about the world in which they live.

### We're looking for someone who:

- Shares our values and takes pride in creating a clean, safe and welcoming environment for every student.
- Has high standards and is committed to maintaining excellent levels of cleanliness across the school.
- Is open to feedback and keen to develop their skills as part of a supportive team.
- Is reliable, trustworthy, and comfortable working in a school setting.
- Is kind, patient, flexible, and able to communicate clearly with colleagues and staff.
- Is organised, proactive, and works well as part of a team.
- Acts as a positive and professional role model, demonstrating high expectations in their work at all times.
- Is committed to safeguarding and understands the responsibility of working in a school environment.

### In this role you will:

- Ensure classrooms, corridors, toilets, offices, and shared areas are clean, safe, and ready for learning each day.
- Carry out cleaning tasks such as vacuuming, mopping, dusting, wiping surfaces, emptying bins, and replenishing supplies.
- Help maintain a hygienic environment that supports students' physical and emotional wellbeing.
- Follow established cleaning routines and health & safety procedures, including safe use of equipment and materials.
- Be aware of the needs of different areas of the school and report any issues—such as damage, hazards, or shortages—to the Estates and Facilities Manager.
- Work collaboratively with the site team to ensure the school remains a welcoming and well-maintained place for all.

### We offer:

- A role where your work really matters and we listen to your voice
- The opportunity to work in an established team who are invested in growing the potential of others and who are committed to continuous improvement
- Competitive package with generous career average pension scheme with employer contributions of 17%

## How to apply

If you'd love to make a difference to our students – we'd love to hear from you.

Please do take the opportunity to learn more about the role by viewing the detailed job description included on the following pages. To apply please complete our application form and take the opportunity to share with us how your skills and experience meet the person specification in the job description. To learn more about the school please visit our website by clicking [here](#).

Alternatively, if you would like to discuss the role further or arrange for a tour of the school please contact Peter Rowe, Estates and Facilities Manager, on [prowe@nacollege.devon.sch.uk](mailto:prowe@nacollege.devon.sch.uk)

The closing date for applications is **30<sup>th</sup> March 9.00am**. If you have any questions about this opportunity, please contact us via my new term or at [recruitment@ivyeducationtrust.co.uk](mailto:recruitment@ivyeducationtrust.co.uk)

Interviews will be arranged once applications have been reviewed.

We're totally committed to the safeguarding and welfare of all our pupils, and we expect you to be too. We follow safer recruitment statutory guidance (Keeping Children Safe in Education). If you're successful, you'll be required to complete thorough pre-employment checks, including an Enhanced DBS check and references that are satisfactory to our Trust. All posts in our Trust are exempt from the Rehabilitation of Offenders Act (ROA) 1974.



## Job description

**Post Title:** School Cleaner

**School:** Newton Abbot College

**Working Hours:** 15 hours per week (3 hours per day, 15:15 – 18:15 Monday to Friday), 41 weeks per year, primarily during term time (with an additional 3 weeks being worked during the holiday periods)

**Salary Grade:** Scale 1 Point 2. £12.65 per hour, plus holiday pay  
Full time equivalent: £24,413 pa

**Contract Type:** Permanent contract – Role available for immediate start upon completion of the onboarding process.

**Responsible to:** Estates and Facilities Manager

### Role Description

As part of the Premises Team to provide an efficient, effective and responsive cleaning service. As a key member of the support team to work collaboratively with colleagues to achieve the College's objectives.

### Main Duties:

- To clean the college premises to a high standard. This will include toilet areas, replenishing consumable items (soap, toilet rolls, paper towels) when required, washing, sweeping, vacuum cleaning, dusting, polishing, litter picking and emptying bins
- To move rubbish to designated collection points
- To use cleaning products and equipment safely
- To use electrically powered machines as required
- To be involved in specialist and periodic cleans as required
- To work flexibly and be adaptable with colleagues in the Premises Team to ensure the highest standards of safety, security, cleanliness and service are achieved
- To be proactive in reporting items requiring repair or replacement to the Line Manager
- To identify and report health and safety matters to the Line Manager
- To maintain effective communication with both staff and students at all times



- To adhere to working practices, methods and procedures, undertaking relevant training and development activities and responding positively to new and alternative systems
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post

### Support Team:

- To support the achievement of the college's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required.

### Other duties

- Place the safeguarding of all children in the school/college as the highest priority.
- Be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS with barred list check.
- Make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and pupils at our school/college.
- Maintain an understanding of and work within Trust and school/college policies, procedures and statutory regulations, including in respect of health and safety, equality and inclusion, GDPR and data protection, safe use of IT, safeguarding children and safer working practices.
- Conduct oneself in a manner befitting a member of staff working in education at all times, demonstrating the behaviours and standards of our code of conduct.
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



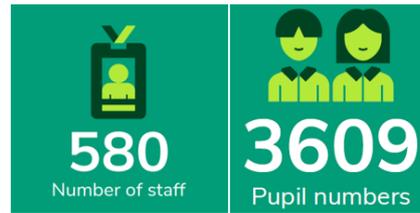
## Person specification

We are particularly looking for the following qualities and experience:

Assessment criteria - evaluated from application form (A) and / or interview (I)		Essential	Desirable
<b>Qualifications:</b>			
Basic level of education (A)			✓
<b>Experience:</b>			
Proven experience of commercial cleaning (A/I)			✓
Ability to use cleaning machinery, eg, buffing machine, carpet cleaning machine (A/I)			✓
Manual handling (A/I)			✓
Customer Focused Environment (A/I)			✓
<b>Knowledge:</b>			
Knowledge of basic Health and Safety (A/I)			✓
<b>Skills:</b>			
Highly motivated and enthusiastic (I)		✓	
High expectations of self (I)		✓	
High professional standards (I)		✓	
Able to work safely and effectively on own initiative (A/I)		✓	
Ability to work under pressure, prioritise and meet deadlines (A/I)		✓	
Flexible and adaptable approach (A/I)		✓	
Ability to work effectively as a member of a team (A/I)		✓	
Attentive to detail (A/I)		✓	



Assessment criteria - evaluated from application form (A) and / or interview (I)		Essential	Desirable
Ability to demonstrate and promote good practice in line with the ethos of the College (A/I)		✓	
Understanding of safeguarding issues and promoting the welfare of children and young people (I)		✓	



## Our Trust

**Our Schools**

We support 8 schools/colleges, (5 primaries and 3 secondary schools) across Teignbridge in South Devon. Each of our schools has its own identity and character. Choice and variety in educational provision is important to us.

Connected not just by our geography, we work closely across our schools and with partners to share ideas, resources, best practice and learning. We are constantly working to improve and develop our provision.

- Cockwood Primary School
- Kenn Church of England Primary School
- Kenton Primary School
- Starcross Primary School
- Teignmouth Primary School
- Dawlish College
- Newton Abbot College
- Teignmouth Community School

Our vision and mission define our purpose.

Our vision: **'Empowering futures; for a better tomorrow'**

Our vision describes what we would like to accomplish. It is future focussed, setting our long-term goal for both pupils and ourselves. We believe that through our work we can change lives. This inspires and motivates us to be better every day.



## Our why:

Our mission describes why Ivy exists: **'To deliver an ambitious, high-quality, inclusive education'**.

## Our how:

Our values are what make us, us. Whilst our schools have their own unique identities, our values are what we have in common, they guide us in how we approach our work and empower us to be successful.

## Being Ivy. Our values:



Being Ivy. Through our behaviours we bring our values to life every day:

### Courage

- Be bold
- Take changes
- Seize opportunities
- Take ownership

### Compassion

- Listen to learn
- Be kind to self
- Be kind to others
- Take care of the world around you

### Collaboration

- Stronger together
- Support others
- Many schools; one Trust
- #TeamIvy

### Commitment

- Work hard
- Give it everything
- Be consistent
- Be accountable

If our values resonate with you, we would love to hear from you.

*At Ivy Education Trust we are committed to safeguarding and promoting the welfare of children and young people and we expect all our staff and volunteers to share this commitment. All employees are expected to undergo an Enhanced Disclosure and Barring check and pre-employment checks.*

*Please note – our Trust operates a Smoke-Free Policy, and all staff and workers are prohibited from smoking in any of the Trust buildings, Trust sites including enclosed spaces within the curtilage of buildings, and Trust vehicles.*

