



Cleaner

Recruitment Pack 2025/2026





WELCOME

Thank you for your interest in this role. Belper School and Sixth Form Centre is an exceptional place. We combine strong academic standards, a rich and inspirational curriculum, and a caring and supportive ethos to provide the best education we can for our wonderful students. We also believe we are a great place to work—and Ofsted's May 2025 inspection supports this:

"Staff are proud to work at the school. They appreciate the recent changes and leaders' consideration of their work-life balance. They feel well led and managed." (Ofsted, May 2025)

The school has proudly served the thriving community of Belper and its surrounding villages for over 50 years. Belper, located in Derbyshire on the edge of the Peak District, offers excellent road and rail connections to other parts of the country. Situated within the Derwent Valley World Heritage Site, the town has previously been named the Best High Street and Market Town in the UK. It has a creative and inclusive spirit, hosting an annual arts festival and a vibrant Pride event.

Our vision is encapsulated in the phrase: "Create Your Future. Be who you are and become who you aspire to be." This vision, supported by our Be Belper Values, shapes everything we do. These values are woven into daily school life and help guide students as they grow into confident, compassionate individuals. As Ofsted noted in May 2025, "Pupils are extremely proud and pleased to 'Be Belper'."

We have a distinctive ethos which is reflected in some of the unique ways we build mutual respect and trust across the school. Belper School is a non-uniform school, and students address teachers by their first names - an important and deliberate part of our culture. This contributes to a positive, respectful atmosphere, and supports our work to ensure that every child feels valued and respected.

We aim to equip students with the qualifications, knowledge, and character to lead happy, successful lives. Whether they go on to become international athletes, space engineers, creative professionals, or self-employed entrepreneurs, our alumni leave Belper School ready to thrive—and proud of where they came from.

We believe that investing in our staff is key to our success. Staff wellbeing is a top priority, and we recognise how this directly supports our high retention levels. Our Senior Leadership Team is highly visible and deeply committed to bringing out the best in every colleague. We are also supported by a strong and proactive governing body, who provide thoughtful and effective oversight.

Belper School is also a place where teachers can truly focus on teaching. As Ofsted observed: "There is a calm and productive atmosphere around school. Staff have high expectations of pupils' behaviour and conduct. Pupils are trusted to behave well, and they do."



THE ROLE

Belper School and Sixth Form Centre are looking to appoint a Cleaner to join our dedicated team of premises staff. The role involves providing a variety of cleaning duties to a high standard to help ensure that all areas of the school are clean, healthy, attractive and safe for students, staff and visitors.

Hours: 5 days per week, 15 hours per week, 38 weeks per annum
(Term time only 3.15pm - 6.15pm)

15 Hour Contract Salary: Grade 3 £8,275 per annum
(Based on Grade 3 pay point 2 £12.65 per hour)

Payment includes annual leave and bank holiday entitlements

Appointment Type: Permanent

If this role is of interest to you, please read the Recruitment Pack for further details about the role and how to apply. Please note C.Vs cannot be accepted for this role.

Belper School and Sixth Form Centre is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. As this post involves regulated activity, references and online searches will be conducted for shortlisted candidates, successful appointments are subject to an enhanced Disclosure and Barring Service check and relevant recruitment checks that comply with guidance in the most recent version of Keeping Children Safe in Education. We are committed to equality of opportunity in employment and services.



APPLICATION METHOD

Role Type: Permanent

Salary: Grade 3 Pay Point 2 £8,275 per annum (Payment includes annual leave and bank holiday entitlements)

Hours: 15 hours per week

Application closing date: Midnight Wednesday, 14 January 2026

Interview Date: Early applications are encouraged. Applications will be reviewed periodically, and interviews will be held on a rolling basis. Should a successful appointment be made, we reserve the right to close this advert at any time.

Start Date: As soon as possible following pre-employment checks

Applications can be made online via the `Apply Now` button on My New Term.

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All applicants must be able to provide evidence of their Right to Work in the UK prior to commencement of employment. As part of our need to comply with UK immigration rules, you will be required to provide Home Office stipulated documentation prior to interview.

Role Description and Person Specification

Post title:	Cleaner
Grade:	Grade 3
Job Family:	Construction and Maintenance
Responsible to:	School Business Officer for Site and Services
Hours of work:	15 hours per week Monday: 3.15pm – 6.15pm Tuesday: 3.15pm – 6.15pm Wednesday: 3.15pm – 6.15pm Thursday: 3.15pm – 6.15pm Friday: 3.15pm – 6.15pm
Weeks of contract:	38 weeks per annum (term time only)
Flexible working:	Flexible working is not available in this post

Role Description

Purpose of the Post

- To provide routine practical cleaning and related support activities to ensure that all areas of the school are clean, healthy and safe for students, staff and visitors
- To assist with the cleaning of the school so that standards of cleanliness and appearance are maintained to the satisfaction of the Headteacher

Key Tasks and Responsibilities

1. To empty waste bins or similar receptacles
2. To sweep floors with brushes or impregnated mop-sweepers and to mop with wet or damp-mops (using associated equipment)
3. To vacuum carpeted areas and to 'spot' clean carpets
4. To use electrically powered scrubbing/polishing machines to burnish, scrub and polish floors, after receiving proper instruction from Cleaning Supervisor, Site Supervisor or line manager)

5. To use electrically powered pick-up machines
6. To dust, wipe, wash or polish as necessary – furniture, ledges, windowsills, (external surfaces of) cupboards, radiators, shelves and fittings
7. To replenish consumable items (soap, toilet rolls, paper-towels)
8. To clean toilets, urinals, hand-basins and sinks
9. To use school approved chemical agents in the discharge of cleaning operations or maintenance procedures
10. To undertake wall washing or inside windowpane cleaning to a height no greater than body-height plus an arm's extension from floor level
11. If employed in food technology areas, to clean cookers and work surface areas
12. To receive training as required, including working at height, operation of tools and machines, safe use of chemicals and substances, and school-specific procedures such as safeguarding
13. To have an awareness of the needs of different service users
14. To work co-operatively with the Cleaning Supervisor to enable efficient and effective teamwork and the best possible use of staff and resources to achieve a clean, healthy and safe environment
15. To carry out any other reasonable duties within the overall function of the post

Cleaners will be allocated work-areas. These areas are to be cleaned as directed by the line manager. The location of cleaning areas may need to be changed to meet the needs of the school. Cleaners can be required to work alone or in teams. Cleaners are not necessarily appointed to a specific location within the establishment.

Line management or supervisory responsibilities (if applicable)

- None but may be required to assist in basic training or induction of new colleagues

Supervision received (if applicable)

- Work standards monitored by Cleaning Supervisor who reports to the Site Supervisor(s) on duty
- Line manager is the Site and Facilities Manager

Corporate Responsibilities

- To be aware of and comply with school policies and procedures

- To work towards the school vision and in support of the school's ethos and aspirations
- To comply with the school Code of Conduct
- To comply with health and safety policies and procedures
- To maintain confidentiality and observe data protection and associated guidelines
- To receive safeguarding training and comply with school policies and procedures
- To carry out the duties and responsibilities of the post in compliance with the Equalities Act and the school's equal opportunities policies
- To act with honesty and integrity and in accordance with the school's financial regulations
- To act appropriately and professionally, and to treat others with courtesy, respect and consideration

Person Specification

A – application form R- references I – interview T - task

Knowledge and Skills	Essential / Desirable	Evidence
<ul style="list-style-type: none"> ▪ Experience of working in a cleaning role 	D	ARI
<ul style="list-style-type: none"> ▪ Ability to carry out routine cleaning tasks in accordance with recognised practice 	E	AI
<ul style="list-style-type: none"> ▪ Ability to operate cleaning tools and equipment including electrically powered machines (after receiving training) 	E	AI
<ul style="list-style-type: none"> ▪ Knowledge of Health and Safety requirements including COSHH 	E	AI
<ul style="list-style-type: none"> ▪ Knowledge of use of cleaning materials for specific tasks 	D	AI
<ul style="list-style-type: none"> ▪ Ability to communicate effectively 	E	AI
<ul style="list-style-type: none"> ▪ Awareness of policies and procedures relating to health and safety, equal opportunities, data protection and other relevant to duties performed 	E	AI

Personal Qualities	Essential / Desirable	Evidence
<ul style="list-style-type: none"> ▪ Ability to remain calm in all situations 	E	RI
<ul style="list-style-type: none"> ▪ Good attention to detail 	E	RI
<ul style="list-style-type: none"> ▪ Ability to work systematically 	E	RI
<ul style="list-style-type: none"> ▪ Takes care and pride in all tasks given 	E	RI

<ul style="list-style-type: none"> ▪ Integrity, showing trustworthiness ▪ Patient, tactful and approachable ▪ Ability to work co-operatively and flexibly as part of a team ▪ Fosters good working relationships ▪ Aware of the different needs of different service users ▪ Committed to good health and safety practice 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>RI</p> <p>ARI</p> <p>ARI</p> <p>RI</p> <p>ARI</p> <p>RI</p>
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Qualifications	Essential / Desirable	Evidence
<ul style="list-style-type: none"> ▪ Grade 4 (C) or above in GCSE Maths or equivalent ▪ Grade 4 (C) or above in GCSE English or equivalent 	<p>D</p> <p>D</p>	<p>ARI</p> <p>ARI</p>

Corporate Competencies	Essential / Desirable	Evidence
<ul style="list-style-type: none"> • General knowledge and understanding of the requirements of a school environment • Ability to relate to students aged 11 to 18 • Punctuality and reliability • Understanding of the importance of safeguarding and the welfare of children, and a commitment to remaining up to date with requirements of the role in this area • Understanding of the importance of financial rules and procedures and a commitment to remaining up to date with the requirements of the role in this area • Understanding of the importance of health and safety rules and procedures and a commitment to remaining up to date with the requirements of the role in this area • Understanding of the importance of Equalities Act requirements and a commitment to remaining up to date with the requirements of the role in this area • Understanding of the need for confidentiality and knowledge of data protection principles 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>ARI</p> <p>ARI</p> <p>ARI</p> <p>ARI</p> <p>ARI</p> <p>ARI</p> <p>ARI</p>