



RECRUITMENT PACK Cleaner

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JOB ADVERT

CLEANER

PERMANENT/ PART TIME/TERM TIME ONLY PLUS ONE WEEK IN THE SUMMER HOLIDAYS

6.7 HOURS PER WEEK (1 HOUR AND 20 MINUTES TO BE WORKED PER EVENING BETWEEN THE TIMES OF 15.15 AND 18.00)

GRADE FLW £24,309 FTE (£3,824 PRO – RATA)

RESPONSIBLE TO: HEADTEACHER

MAIN LOCATION: ST JOSEPH'S RC PRIMARY SCHOOL

REQUIRED TO COMMENCE: 14TH SEPTEMBER 2026

St Joseph's RC Primary School is an aspirational school serving the community of Todmorden in the Diocese of Salford. We are proud of the achievements our pupils have made, through our excellent relationships with one another founded on mutual trust and respect. The school sets high expectations for our pupils regardless of their starting points and our staff work tirelessly to enable pupils to reach their full potential. St Joseph's RC Academy "has a palpable family atmosphere" where "the Catholic ethos runs through the life of the school", Ofsted April 2024.

The Board of Directors of the Romero Catholic Academy Trust, alongside The Governors of St Joseph's RC Primary School, are seeking to recruit are seeking to appoint a highly organised, efficient and proactive Cleaner who can provide high-quality cleaning and organisation.

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 **01706 812948** or Operations@stjosephs.romerocat.com.

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.

Closing date	31 st August 2026 5pm
Shortlisting date	1 st September 2026
Interview date	7 th September 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

- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures;
- Keyholder responsibilities; to open/close the school at one end of the day
- 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)
Experience		
Experience of working as a cleaner	D	A
Experience of using powered equipment (E.G. floor buffer)	D	A
Knowledge and Experience		
Ability to work as part of a team	E	A / I
Flexible attitude to work	E	A / I
Ability to work in an organisation and methodical way	D	A / I
Awareness of Health and Safety issues	D	A / I
Awareness of COSHH	D	A / I
Skills and Abilities		
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
Keyholder responsibilities; to open/close the school at one end of the day	D	I
Personal Qualities		
Commitment to the Trust's ethos and values	E	A / I
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I
Commitment to equality and diversity	E	A
Commitment to health and safety	E	A
Note: We will always consider your references before confirming a job offer in writing		
Prepared by:	HR	Date: 07/2026

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.

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.

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.

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 Mr Sam Newsham on 01706 812948 or Operations@stjosephs.romerocat.com.

If you wish to apply, please do so via the Romero website Romero Catholic Academy Trust | Vacancies which will take you to My New Term our recruitment platform.

Link: [Job Adverts & Applicants](#)

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