



School Cleaner

**Permanent Contract – Part Time
2pm – 6pm**

Required – ASAP



Closing date: Monday 5th January 2026 at 9am

Shortlisting: Monday 5th January 2026

Interviews: Friday 9th January 2026



**Golborne Community
Primary School**



**SOUTHLANDS
HIGH SCHOOL**
Endeavour for Excellence



**Standish Community
High School**
be Outstanding!



Chief Executive Officer (CEO): Neil Moore

It is with great pleasure that I introduce you to Mosaic Multi Academy Trust and I hope this information will enable you to decide on your suitability to join our journey and become part of our growing team. As a Trust, we are determined to challenge our students inside and outside the classroom to strive for individual excellence and to achieve the highest academic standards. Our Trust is committed to supporting every student to develop to their full academic potential whilst experiencing a wide and exciting range of opportunities to equip them with the skillset for a successful future as rounded, mature and confident members of modern society.

I am very proud of the Trust, its students, staff and Trustees. Education at Mosaic provides much more than exam excellence. It aims to develop and nurture our children to take their place as caring and confident young people in the outside world. Our staff have opportunities to engage in high quality Continuous Professional Development and all staff have access to our supportive, well-being packages. We would like to invest in the long-term career of an exceptional candidate and would welcome visits from prospective applicants.

Who we are:

The Mosaic Multi Academy Trust was established in 2017. The work for all in the Trust is to serve the educational interests of students in becoming successful learners, confident individuals and responsible citizens, irrespective of background or ability. We have set our Trust on achieving:

- Ambitious expectations with successful outcomes so that no child is left behind in achieving all they can
- Academies committed to excellent teaching and learning with highly performing personnel
- Well led academies across all levels working within well-established staffing structures
- Self-evaluation built around accountability, development and improvement. Each academy will have data astute and responsive management systems
- Academies that offer engaging, relevant and well-considered curricula
- Excellent Trust governance that will ensure we are a Trust that is financially viable and forward thinking
- Academies that provide safe and positive learning environments by dedicated members of support.

At **Standish Community High School**, we are committed to the highest levels of academic achievement, personal growth and lifelong fulfilment. Our motto 'Be Outstanding' captures our determination and belief that all of our students deserve the very best education and opportunities that enable them to flourish and grow in confidence and develop the skills and expertise, to become happy and well-rounded, successful individuals.

Southlands High School believes in being a strong and loyal community in which every student and every member of staff is supported to achieve their very best and reach their fullest potential. Through high quality teaching, strong pastoral systems and a focus on personal development, we seek to prepare each and every student for the bright and optimistic future ahead of them.

At **Golborne Community Primary School**, our constant aim is to facilitate children's learning in a warm, encouraging and respectful community existing in a quality and stimulating environment. Our ethos relies heavily on the concept of independent learning and self-discipline. We hope to develop in all children the desire to learn and the ability to apply their full knowledge. At the same time, we want to help each child find the self-esteem and confidence that are so necessary to live a happy full life.

Dear Applicant,

Permanent School Cleaner

Many thanks for your interest in the above position. Please find enclosed the following documents:

- ❖ Information about Golborne Community Primary School
- ❖ Job Description
- ❖ Person Specification
- ❖ Arranging a Visit/Application Process

Golborne Community Primary School is advertising for a permanent School Cleaner to commence employment ASAP. We are looking to appoint an outstanding School Cleaner to support the Headteacher and staff in our continuing rapidly developing school. This part-time role will be based at Golborne Community Primary School, however, as we are part of Mosaic Academy Trust, there may be occasions when you will be required to work at other schools within the trust.

Please find the application on the website **mynewterm.com** for you to complete. Late applications will not be considered.

Applications will be considered as soon as they are received, and the closing date will be Monday 5th January 2026 at 9am. Interviews are scheduled to take place on Friday 9th January 2026. Any offer of employment is subject to a satisfactory enhanced criminal record check with a barred list through the Disclosure and Barring Service (DBS), medical clearance, references, and verification of qualifications satisfactory to the Trust.

Yours faithfully,



Miss R Atherton
Trust H.R. Manager

What are the Benefits of Working for the Mosaic Learning Trust?

At the Mosaic Learning Trust, we understand that investing in our staff is the best investment for our students and offer a wide range of strategies to help our teachers and support staff to be highly effective in their roles. The Trust offers:-

Salary

We offer competitive salaries for teaching staff in line with the School Teachers Pay and Conditions Document. We also offer competitive salaries to school support staff on an incremental salary scheme, paid according to agreed pay grades using national spinal column points. You will receive an increment on 1st April each year, or when you have completed six months service if appointed between October 1st and March 31st, until you reach the top of the band within your pay scale.

Pension

The Trust offers access to a substantial contributory pension scheme in line with the Teachers Pensions and Local Authorities.

Generous Holidays

Employees have a statutory right to 28 days paid holiday a year including bank holidays, the Trusts' minimum entitlement for support staff is 35 days (including bank holidays) increasing to 40 days (including bank holidays) after 5 years' continuous local government service.

Wellbeing

We are committed to supporting the physical and mental wellbeing of our staff. We offer occupational health services, Schools Advisory Service (SAS) – wellbeing services, an employee assistance program, free flu vaccinations, eye care, discounted local gym memberships and we are a part of the cycle to work scheme.

Trust 'Inset Days'

The Trust offer additional inset days to give staff non-contact time for additional training, CPD, preparations, department time, leadership time etc.

Learning and Development

Learning and Development is essential to the success of the Trust and will help us meet our objectives and address the challenges we face over the coming years. This is an on-going process and one which should therefore be continuous throughout the year. There are many opportunities in the course of day-to-day work for learning and development to take place and service-specific training is provided appropriate to the needs of the job.

We also have an e-learning portal, through the National College which provides employees with access to a range of on-line courses and resources at a time that suits you; designed to help you enhance your professional development and refresh your learning, with new courses being added regularly.

JOB DESCRIPTION

Introduction	
Post Title:	School Cleaner
Status:	Required for ASAP
Job Overview:	<p>Under the direction the Site Manager, to undertake cleaning duties of classrooms and all allocated areas.</p> <p>Golborne Community Primary School is a 'Good' community primary school located in the heart of Golborne. We are looking to appoint an outstanding Cleaner to support the Headteacher and staff in providing high standards for the wonderful children at the school.</p>
Line Management:	Reporting to – Headteacher, SLT and Site Manager
Liaising with:	Headteacher, Senior Leadership Team and School Site Manager
Working time:	Cleaner, part time, 20 hours per week (term time plus 4 weeks) 2pm – 6pm Daily
Salary /Grade:	Grade 2 - SCP 2 (actual salary - £12,277.55)
Disclosure Level	Enhanced
Conditions of Employment	No holidays are permitted during the 190-day teaching year.
2. Job Description	
<ul style="list-style-type: none"> Under the direction of Site Manager to undertake cleaning duties within allocated areas in line with specified standards To operate/use domestic and/or industrial cleaning equipment and materials (following relevant training) To undertake basic record keeping as directed To refill and replace consumables and to collect and dispose of waste To perform duties in line with health and safety regulations (COSHH) To handle cleaning materials in line with COSHH regulations To report serious hazards to the line manager immediately To report faulty equipment and other maintenance requirements to the appropriate person To undertake specialist cleaning programmes during school closures or other designated periods To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person 	
3. Other specific duties	
<ul style="list-style-type: none"> To carry out the duties in the most effective, efficient and economic manner available. To continue personal development in the relevant area To participate in the staff review and development process. 	
4. Health and Safety	

- To undertake Health and Safety Training on areas within your remit.

5. We would hope to work with someone who is

- An outstanding cleaner
- Approachable on both a personal and professional level
- Able to listen to others' points of view
- Charismatic and promotes the school to others
- Able to inspire, support, motivate and challenge others
- Open, honest and has a good sense of humour
- Supportive of and cares for our fantastic children

6. In return we offer

- An exciting and challenging professional opportunity and the chance to make a difference in a uniquely diverse setting in the borough
- A dedicated, hardworking team of teachers and support staff
- Enthusiastic, positive and happy children with good attitudes to learning and to their personal development
- Strong and positive relationships with parents, the community, a wide range of agencies and the LLG (Leigh, Lowton and Golborne) schools' partnership
- Committed and supportive governors
- A strong, experienced and effective senior leadership team
- Good achievement and standards
- An excellent level of care
- A friendly, happy and supportive atmosphere.
- A commitment to your continuous professional development

7. School Ethos

- Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and Pupils to follow this example.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.
- This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Signatures

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the Headteacher / SLT link to undertake work of a similar level that is not specified in this job description.

Signed.....

Signed.....
(Headteacher)

Dated.....

Dated.....
(Headteacher)

SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE

In accordance with the school's commitment to follow and adhere to the Department for Education's guidance entitled 'Keeping Children Safe in Education' (September 2024) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the learners and the school.

You are required to have enhanced DBS clearance.

You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

Confidentiality

During your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of the Mosaic Learning Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation. You will be required to know how information can be shared and in what circumstances it is appropriate to do so.

PERSON SPECIFICATION

Requirements:

**Essential
/
Desirable**

Qualifications	
Experience of cleaning building interiors	D
NVQ Level 1 in relevant discipline (Cleaning)	D
Willingness to undertake relevant training for examples COSHH, health and safety at work	E
Experience and Skills	
Understanding of COSHH requirements	E
Basic knowledge of health and safety at work regulations for example moving and handling	E
Ability to use a range of equipment relevant to the post	E
Ability to complete basic paperwork	E
Ability to prioritise own workload	E
Ability to recognise the importance of ensuring a secure and safe environment	E
Ability to take direction to complete a range of cleaning	E
Ability to use a range of equipment relevant to the post	E
Legally entitled to work in the UK	E
Personal Qualities	
Integrity, professionalism and diplomacy	E
Tact and a sense of humour	E
A personal and friendly nature	E
Excellent Attendance & Punctuality Record	E
Resilient	E
Demonstrates honesty and integrity	E
Self-motivated, enthusiastic and energetic	E
Excellent communication and interpersonal skills	E
Effective working relationships	E
Excellent organisational skills	E
Flexible and adaptable to change	E
Application	
Accurate completion of application form	E
Legal Issues	
Legally entitled to work in the UK	E
Enhanced DBS Clearance	E

Application process:

To apply, please use the application form on **mynewterm.com**

Closing date: Monday 5th January 2026

Short listing: Monday 5th January 2026

Interview date: Friday 9th January 2026

In line with Safer Recruitment guidelines, we will be taking up references in advance of the interviews and taking them into account throughout the interview process.

Golborne Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures. Enhanced checks through the Disclosure and Barring Service (DBS) will be required for this post.

The post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulation and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations and is also subject to medical clearance.

More information about the school can be found on the website <http://golborneprimary.co.uk/>

When completing your application, please ensure that all sections are completed, gaps in employment history are accounted for and details of awarding bodies included. You should refer to the job description and person specification to guide your application and supporting statement. Your supporting statement should be no more than 2 pages of A4 words. Please note that late applications and CV's will not be considered.

