



Carleton Endowed  
CE Primary School



# Cleaner/Caretaker for Carleton Endowed CE School



**15 hours per week over 5 days, 3:30 – 6:30 pm**

**Closing date: 12pm on Monday 15<sup>th</sup> September 2025**

**Interview date: Week commencing 22nd September 2025**



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## About Carleton Endowed CE Primary

Carleton Endowed Church of England Primary School is located in the beautiful village of Carleton a short five minute drive from the bustling market town of Skipton in the Yorkshire Dales.

We are happy and aspirational village school which is proud of our local roots and of our strong church and community links.

The school is well maintained and is warm and inviting. It has 6 classrooms plus a few small additional rooms and a school hall.

## About Leeds Diocesan Learning Trust

Leeds Diocesan Learning Trust (LDLT) was founded in September 2022 with the aim of bringing together schools sharing our vision of full flourishing through loving, living and learning together. The Trust has grown rapidly to 14 schools over the past two years. Growth has taken place around three distinct geographical locations: Craven, Leeds, and Ripon with all schools being within the Primary phase.

## LDLT Cleaner/Caretaker Job Description

Please see below for a job description and a person specification. For more information please call 01756 792910.

Should you choose to make an application, please complete the application form and return to [admin@carletonendowed.com](mailto:admin@carletonendowed.com)

Carleton Primary School is seeking a dedicated and reliable Cleaner/Caretaker to join our team. This role is essential to maintaining a safe, clean, and welcoming environment for our students, staff and visitors. As a valued member of our school community, you'll take pride in keeping our facilities in top condition, performing a variety of cleaning, maintenance, and caretaking duties to support a positive learning atmosphere. If you're proactive, detail-oriented, and enjoy a hands-on role, we'd love to hear from you.

**Reporting to** Headteacher

**Duration of Post** Temporary with likelihood of extension

**Work Commitment** 15 hours per week over 5 days from 3.30pm - 6.30pm



<b>Salary</b>	Scale point 4 (£13 per hour)
<b>Pension</b>	Local Government Pension Scheme
<b>Start date</b>	As soon as possible

## 1.0 Job Purpose

As a cleaner/caretaker for Leeds Diocesan Learning Trust, you will be responsible for providing a high quality, effective cleaning service to ensure a clean and hygienic environment for our school community.

## 2.0 Job Context

The cleaner/caretaker is responsible for maintaining high standards of cleanliness throughout the school.

The post is required to work with cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided.

An enhanced DBS check is required for this post due to working within a school environment.

## 3.0 Accountabilities / Main Responsibilities:

### 3.1 Operational Issues:

- To carry out cleaning and caretaking duties alongside another cleaner within allocated timescales and to take a flexible approach in order to meet the schools requirements.

### **Duties will include (but not exhaustive):**

#### **Cleaning duties**

- General cleaning and dusting of furniture, fixings and fittings
- Sweeping/mopping of floors
- Vacuuming carpets/floors
- Emptying waste paper bins
- Cleaning internal glass
- Cleaning of sanitary fittings (Toilets, sinks etc)
- To use cleaning materials as instructed
- School holiday deep cleans (stripping & sealing floors, cleaning and polishing floors using electrical scrubber and buffing machine)



- Notifying the school's administrator when stock of cleaning products is low or when equipment requires repair.
- Wiping surfaces, fixtures and fittings & paintwork
- Filling up toilet rolls, paper towels & hand soap

### **Caretaking duties**

- Locking up the school at night, including locking doors and windows, performing security checks, ensuring alarms are set and the building is secure.
- Responding to emergency call-outs, outside of normal working hours when required.
- Ensure outside areas are kept safe, clean & kept free from litter, debris, leaves and snow.
- Carrying out regular maintenance checks on essential systems to ensure they are functioning properly.
- Assisting with setting up and clearing down rooms or equipment for school functions, assemblies, or events.
- Undertake any minor repairs that do not require a contractor such as replacing light fittings and general routine maintenance.
- Ability to work with other staff and alone when required, and organising tasks effectively

### **3.2 Communications**

- Communicate effectively with other members of staff within the school and trust.

### **3.3 Resource Management**

- To participate in the training and development and performance management processes within the school.
- Store cleaning equipment and products safely and securely.

### **3.4 Safeguarding**

- To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.

### **3.5 Systems and Information**

- To fulfil the necessary administrative tasks associated with the responsibilities of the post.

### **3.6 Data Protection**

- To comply with LDLT's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

### **3.7 Health & Safety**



- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.
- Perform duties in line with health & safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to your line manager immediately.

### 3.8 Equalities

- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
- Within own area of responsibility work in accordance with the aims of the Equality Policy Statement.

### 3.9 Flexibility

- Leeds Diocesan Learning Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with LDLT's Policies and Procedures.

### 3.10 Customer Service

- LDLT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.
- LDLT requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.

#### NOTE:

The job description is current as at the date of the appointment. In discussion with your line manager your post description may be varied to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

The post holder will undertake any other miscellaneous work, deemed suitable by management of the Trust.



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**Terms and Conditions**

The employer for this post is the Leeds Diocesan Learning Trust.

The Trust provides an employee pension with competitive employer contribution.

An Enhanced DBS is required for this post.

All LDLT Trust and Academy business should remain confidential to LDLT.

**Signed: (Employee)** ..... **Date:** .....

**Signed: (Headteacher)** ..... **Date:** .....



## Person Specification

Attributes	Essential	Desirable
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Awareness of Health &amp; Safety</li> </ul>	<ul style="list-style-type: none"> <li>Ability to use floor machines</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of undertaking general cleaning duties</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working as part of a team</li> <li>Experience of working in the cleaning industry</li> <li>experience of general caretaking duties</li> </ul>
<b>Operational Skills</b>	<ul style="list-style-type: none"> <li>Able to work with minimum supervision.</li> <li>Self-motivated</li> <li>Punctuality</li> <li>Flexible approach</li> <li>Attention to detail</li> <li>Ability to manage time effectively to complete tasks to a high level.</li> <li>Ability to work both alone and within a team to achieve specified standards</li> <li>Good verbal communication skills</li> </ul>	
<b>Other Responsibilities</b>	<ul style="list-style-type: none"> <li>Ability to carry out general cleaning duties as detailed in the Job Description</li> <li>Enhanced DBS clearance</li> </ul>	