

Cleaner

Candidate Information Pack

Closing Date: 3.00pm, Friday 21st November 2025



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Welcome from the CEO

Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a newly merged Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards in all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman



Welcome from the Head of School

Dear Applicant,

I would like to take this opportunity to thank you for your interest in the post of Cleaner at Kirklevington Primary School.

Kirklevington Primary is a small school within a vibrant village community on the outskirts of Yarm. We are a friendly, welcoming, hard-working team with a strong family ethos.

At Kirklevington Primary School, our learning intent is Be ready, Be respectful, Be safe. We encourage our pupils to be ready for learning in all aspects of life; be respectful of themselves and others; and to be safe - keeping themselves safe in school, in the community and online.

As a Rights Respecting School (Gold), we nurture pupils to be caring, considerate global citizens, who know their rights and responsibilities as well as those of others. We ensure that the fundamental British Values are introduced, discussed and lived, through the ethos and work of our school. We aim to support and prepare every child to make a positive contribution to our rapidly changing society.

We are passionate about delivering an exciting and engaging curriculum for all children to access, thrive and achieve which provides them with the knowledge and skills to succeed in life.

Kirklevington School is at the heart of the village and our children are the heart of the school. If you feel our school matches your own beliefs and values, then we would be delighted to hear from you.

Kind regards,



Mrs Louise Peacock

Head of School

Cleaner

Job Title: Cleaner

Location: Kirklevington Primary School

Start Date: As soon as possible

Actual Salary: £5,790.02 to £5,921.12 (Grade C, SCP 3)

Hours of Work: 10 hours per week (6.00am to 8.00am Monday to Friday), term time plus 5 days

Contract Type: Permanent

Closing Date: 3.00pm, Friday 21st November 2025

Interviews: Monday 1st December 2025

About the Role

We seek to appoint a Cleaner with a commitment to achieving our high standards of cleanliness and hygiene, with experience of working as part of a team and the ability to work to deadlines. Reporting to the School Caretaker, the position is permanent and is available as soon as possible.

Your key responsibilities will include:

- Wiping down surfaces to the required standards
- Vacuuming carpeted areas to the required standards
- Dusting surfaces to the required standards
- Sweeping hard surfaces to the required standards
- Cleaning toilets, basins and sinks to the required standards
- Mop and bucket floor areas, and buff floors (where applicable)
- Use of step ladders to clean up to a height of 11 feet

About Us

We are a newly merged Trust, Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

What we have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click [here](#).

For further information on the school, please click [here](#).

How to Apply

Please make sure that the application form is completed and returned via email to kirklevington@kirklevington.org.uk, addressed to Louise Peacock, Head of School.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

Safeguarding Notice

The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the rehabilitation of offenders act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

Job Description

POST TITLE:	Cleaner
GRADE:	C (SCP 3)
REPORTS TO:	School Caretaker
MAIN PURPOSE:	Under the direct instruction of the School Caretaker and working to set procedures and guidelines, to ensure that designated areas of the school are kept clean, hygienic and safe to create a suitable environment for staff and pupils.

TASKS:

RESPONSIBILITIES:

- Wiping down surfaces to the required standards.
- Vacuuming carpeted areas to the required standards.
- Dusting surfaces to the required standards.
- Sweeping hard surfaces to the required standards.
- Emptying bins to the required standards.
- Cleaning toilets, basins and sinks to the required standards.
- Mop and bucket floor areas, and buff floors.
- Use of step ladders to clean up to a height of 11 feet.

MATERIALS/SUPPLIES:

- Notify supervisor where stocks are low.
- Ensure correct materials are used, awareness of COSHH as it applies to schools.

HEALTH & SAFETY:

- Follow agreed risk assessment when moving furniture etc to clean.
- Ensuring cleaning materials are safely stored, and are not accessible to children.
- Ensuring that cleaning materials are kept in safe and appropriate containers (i.e. clearly labelled).
- Alerting appropriate staff of potential Health & Safety risks encountered during duties (e.g. trailing wires, worn carpet etc.).

OTHER:

- Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and, reporting all concerns to an appropriate person.
- Be aware of and comply with data protection in accordance with the General Data Protection Regulation (GDPR) and Trust Policies.
- Participate in training and other learning activities as required.
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminator.

Person Specification

POST TITLE: Cleaner

GRADE: C (SCP 3)

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	• Basic skills/induction. • Willingness to participate in training and development opportunities.	• COSHH training. • Health & Safety training. • The Support Work in Schools VQ (SWIS). • NVQ Level 1 in Cleaning.
EXPERIENCE:	• Experience of working as part of a team.	• Previous cleaning experience.
SKILLS/ KNOWLEDGE:	• Ability to work as a team member. • Ability to work to deadlines.	• Ability to use heavy cleaning equipment, e.g. buffer.
PERSONAL ATTRIBUTES:	• Pleasant and friendly manner. • Polite and punctual. • Reliable. • Commitment to achieving high standards of cleanliness and hygiene. • A commitment to working as part of the whole school team and supporting the vision and aims of the school.	

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.

How to Apply

Application forms and further details are available on the Trust's website –

sparkeducationtrust.org.uk

Please make sure that the application form is completed and returned via email to kirklevington@kirklevington.org.uk, addressed to Louise Peacock, Head of School.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Confidential References

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

Person Specification

Sets out the criteria to be used for the shortlisting process.

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Interviews to be held: Monday 1st December 2025

Employee Benefits

Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through www.greencommuteinitiative.uk which enables staff to access a new bike and bike equipment.

Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.