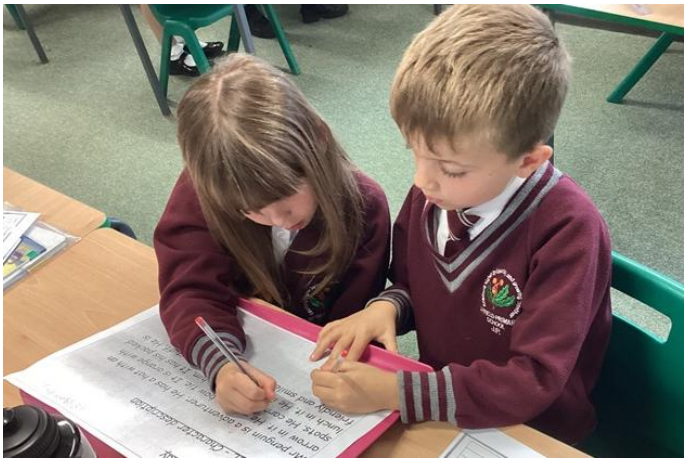
Cleaner

Candidate Information Pack

Closing Date: 9.00am, Friday 4th December 2026









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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 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 is 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 Headteacher

Dear Applicant,

Thank you for your interest in joining the team at Layfield Primary School. We are a dedicated and passionate community, committed to providing the best possible learning environment for our children. Our aim is to nurture every child so they can reach their full potential, both academically and personally.

At Layfield Primary School, we believe that the foundation of a successful school lies in a strong, motivated, and caring staff team. Therefore, we take great care in selecting individuals who are not only skilled and knowledgeable but also enthusiastic about making a real difference in the lives of young people. If you share our commitment to fostering a positive and inclusive learning environment, we would be delighted to receive your application.

We are proud of our warm and welcoming atmosphere, where both staff and pupils feel valued and supported. Our school values are at the heart of everything we do and are reflected in our rules –
Be Ready, Be Safe and Be Respectful. We promote fundamental British Values through the ethos of our school and the curriculum. We also actively promote children rights through the Rights Respecting Schools Award. We look for staff members who embody these values and who can work collaboratively as part of a team to help our children thrive.

Enclosed with this letter is the application pack, which includes a job description and person specification. Please read these carefully, as they provide key information about the role and the qualities we are seeking in the successful candidate.

Should you have any questions regarding the role or the application process, please do not hesitate to contact us at info@layfield.org.uk or 01642 786153. We also encourage potential applicants to visit the school, and would be happy to arrange this if you are interested.

Once again, thank you for your interest in this position and our school. I look forward to receiving your application and wish you every success in your job search.

Yours sincerely,

Sharon Lock
Headteacher

Cleaner

Job Title: Cleaner
Location: Layfield Primary School (Yarm)
Start Date: As Soon As Possible
Actual Salary: £5,827 to £5,959 (Grade C, SCP 3)
Hours of Work: 10 hours per week, term time only (Monday to Friday)
Contract Type: Permanent
Closing Date: 9.00am, Friday 4th December 2026
Interviews: Wednesday 9th December 2026

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.

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
- 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
- Securing the premises in the caretaker's absence

About Us
We are 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 info@layfield.org.uk addressed to Miss S Lock, Headteacher.

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 offender's 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.

Layfield Primary School is committed to safeguarding, for further information on the school's Safeguarding and Child Protection Policy please click here.

Job Description

POST TITLE:	Cleaner
GRADE:	C (SCP 3)
REPORTS TO:	Headteacher/Caretaker
MAIN PURPOSE:	Under the direct instruction of the Headteacher/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
- Securing the premises in the caretaker's absence

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 discriminatory
-

SAFEGUARDINGING – PROMOTING THE HEALTH AND WELLBEING OF CHILDREN AND YOUNG PEOPLE

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

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 –

www.sparkeducationtrust.org.uk

Please make sure that the application form is completed and returned via email to info@layfield.org.uk addressed to Miss S Lock, Headteacher.

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.

Closing date: 9.00am, Friday 4th December 2026

Interviews to be held: Wednesday 9th December 2026

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.

Spark Education Trust is a company limited by guarantee registered in England. Company Number: 10249712. VAT Number: 476496535.
Registered Office: Whinstone Primary School, Lowfields Avenue, Ingleby Barwick, TS17 0RJ