APPLICANT PACK

Cleaner

St Hedda's Catholic Primary School

Egton Bridge, Whitby

St. Hedda's

NICHOLAS POSTGATE Catholic Academy Trust

Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Cleaner. Although we are a Catholic Trust we welcome both staff (and pupils) from all faiths to join our family of schools.

Within this application pack you will find:

a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
b) Job Description and Person Specification
c) Further information about our Trust including our Benefits and Wellbeing package.

Applicants should return their completed application forms to recruitment@npcat.org.uk by the **closing date, Monday 20th April 2026, 9am.** Any gaps in previous employment must be explained.

Should you wish to have an informal discussion about the role, please do not hesitate to contact Jim Blower, Head of Estates and Facilities on 07756 880725.

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.

I would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

Job Advert

Required:	As soon as possible
Salary:	£24,796 pro rata (actual salary £7,609)
Hours:	12.5 per week, Term Time Only plus 3 weeks (for a deep clean)
Contract Type:	Permanent
Location:	St Hedda's Catholic Primary School, Egton Bridge, Whitby, YO21 1UX

St Hedda's Catholic Primary School is seeking to recruit a Cleaner.

St Hedda's is a happy, nurturing place to learn with a real family-feel. Our committed staff enable children to thrive through exciting learning activities, in and out of the classroom, whatever their starting point.

Our aim is that every child is supported to be the best that they can be, and so to let their light shine. We offer the opportunity to work in a high quality, vibrant and caring environment where we share a rich vision for our pupils and for the communities in which we work.

The role of Cleaner is key to the successful operation of our school and will report to the Central Estates Team.

Day to day duties will include:

- Cleaning, washing, sweeping, tidying, vacuum cleaning, polishing and dusting (which may include toilets)
- Removal of litter receptacles for disposal
- Using mechanical powered equipment where appropriate e.g. polishing machines, vacuum and carpet shampooers.

You will have a friendly and professional manner to interact and communicate with students, staff and members of the public. Previous experience in cleaning would be a distinct advantage.

For further information please contact Jim Blower, Head of Estates and Facilities on 07756 880725.

Closing date: Monday 20th April 2026, 9am

Interviews: Week commencing 27th April 2026

Please refer to the back cover of the application pack for details of how to apply for this position.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks. The successful candidate will be required to sign a Catholic Education Service contract.

Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: Cleaner

Grade: A SCP 3

Main Duties & Responsibilities

Under the direct instruction of the Line Manager 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.

You are also required to demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.

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 and 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

- 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

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Headteacher/Line Manager may determine

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification

Stage		Essential		Desirable
Qualifications			D1	Good standard of Education
Experience and Knowledge			D2 D3	Experience and understanding of cleaning duties Experience in the use of various cleaning machinery and chemicals
Skills	E1	Work effectively as part of a team and individually		
Special Requirements	E2 E3	An understanding of safeguarding and child protection requirements An understanding of the Catholic ethos of NPCAT		

Why work for us

NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We see exceptional staff welfare as an essential element towards enabling us to develop a rich, nurturing climate for learning across all our schools.

We offer a broad package of emotional and practical support to our staff.

We are clear about our expectations of employees and offer a positive, transparent and supportive working culture in return.

We offer:

- Competitive pay
- Defined benefit pensions
- Annual pay progression and recognition of additional responsibilities
- Annual cost of living adjustment
- On-site parking at our school premises
- Support with parking and subsistence costs where appropriate.

Additional benefits include access to:

- Vivup - Lifestyle savings - store discounts
- Vivup - Discounted gym membership
- Vivup - Cycle scheme
- Full wellbeing package

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation.

How to Apply

Application form and further information is available from:

npcat.org.uk/current-vacancies

Applicants should complete and return a **Support Staff Application Form** & **Recruitment Monitoring Form** to:

recruitment@npcat.org.uk

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

Job Description: This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification: This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Jim Blower, Head of Estates and Facilities on 07756 880725.

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks.