



CLEANER

Grade 1 SCP 3

Candidate Information Pack
October 2025



The Role

JOB TITLE	Cleaner
CONTRACT TYPE	Term Time / Whole Time contract available
HOURS	10 hours per week (6.30am-8.30am or 3.30pm-5.30pm) or 12 hours per week (3.00pm-5.30pm)
GRADE	Grade 1 SCP 3, £12.85 per hour
START DATE	As soon as possible

ADVERT

This is an exciting time to join Durham Sixth Form Centre; we are an oversubscribed post-16 institution; our results are significantly above National Averages; we are expanding our premises; we have gained external recognition and national awards for our work.

We know that the very best way to continue to provide outstanding education is to ensure our teaching staff and support staff are outstanding. With this in mind we wish to appoint an enthusiastic, hardworking and motivated cleaner to carry out cleaning duties to a high standard of cleanliness and hygiene throughout the school in support of teaching and learning in the organisation.

The Application Pack is available on our website <https://www.durhamsixthformcentre.org.uk/vacancies/>

Application Guidance

APPLICATION LETTER The supporting Letter of Application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. Please email your letter of application to staffvacancies@durhamsixthformcentre.org.uk.

RECRUITMENT DATES

CLOSING DATE	10am, 2nd October 2025
INTERVIEW DATE	Week commencing 6th October 2025

Should you need any further assistance please contact louise.feasey@durhamsixthformcentre.org.uk
Applications received after the closing date/time will not be considered.

Job Description

Schools rely on the professional input and expertise of a range of staff. 'Support staff' is a generic title for all staff who do not teach. Some support staff work alongside teachers and some work behind the scenes to ensure that there is an efficient infrastructure within our academy which supports effective teaching and learning to take place. Support staff contribute in many ways, directly and indirectly, to student outcomes and the academy's Ofsted judgement and are integral to both. Approximately half of all of our employees are support staff.

KEY RESPONSIBILITIES

1. Carry out cleaning duties:

- To undertake all cleaning duties as required ensuring all areas are maintained to the required standards of health and safety i.e:
 - To ensure all waste bins are emptied and refuse is removed and taken to the designated disposal point to ensure the site is clean and tidy.
 - To clean all furniture and fittings including ledges, pipework and radiators.
 - To clean all sanitary fixtures and fittings including lavatories, wash room facilities, showers etc.
 - Carry out vacuuming in all carpeted areas ensuring correct use, carrying, storage and maintenance of the equipment.
 - Clean all other floor surfaces appropriately i.e. sweeping, mopping, polishing etc, ensuring health and safety hazard warning signs are used when required.
 - To use floor scrubbing machines when required, following correct operating procedures, cleaning and maintenance of the equipment.
 - To participate in the whole school deep clean during school holidays as directed by the Cleaning Supervisor..
-

2. Health and Safety Awareness:

- To carry out any cleaning duties in accordance with Health and Safety guidelines.
 - To identify potential health hazards/risks in relation to cleaning and report them to the Cleaning Supervisor.
 - To report any accidents to the Cleaning Supervisor and complete the relevant paperwork.
 - To identify cleaning equipment for repair/obsolete to the Cleaning Supervisor.
 - To report any machine not PAT tested to the Cleaning Supervisor.
 - To promote and ensure health and safety of pupils, staff and visitors at all times.
 - To ensure protective clothing is used at all times to ensure health and safety regulations are being met.
-

3. Awareness of Security Risks:

- To report to any senior member of staff of any unauthorised or suspicious personnel on site.
 - Check all windows and doors are securely closed (and locked if appropriate) after cleaning.
 - To report to the Cleaning Supervisor of any potential compromise of any sensitive information.
 - To undertake any additional task that is appropriate to the scale through discussion with the Cleaning Supervisor or School Business Manager.
-

UPHOLD THE PROFESSIONAL STANDARDS OF THE SCHOOL BY:

- Being a role model to students through personal presentation and professional conduct.
 - Attending staff meetings and briefing, as required.
 - Arriving at sessions, on or before the start, and to begin and end on time.
 - Being familiar with academy, department and faculty handbooks.
 - Striving for personal and professional development through active involvement in appraisals.
 - Maintaining a working knowledge and understanding of the National Occupational Standards for Support Staff.
 - Undertaking any reasonable task as directed by any senior member of staff.
 - Being involved in extracurricular activities where appropriate and in line with the Local Collective Agreement 2012.
 - Establishing a climate for learning in line with the academy's policies and procedures, to contribute to a purposeful learning environment and encourage students to interact and work cooperatively with others.
-

MODELLING

- Model the values, ethos and vision of the school in pursuit of excellence and equity, valuing individual achievement.
 - Help build, communicate and implement a shared vision.
 - Be a role model and actively promote high expectations for all members of the school community through your role within the structure.
 - Contribute to the efficient management of school routines.
 - Being an appraisal team member in line with school policy.
 - Being aware of the responsibility for personal health, safety and welfare and that of others who may be affected by individual action/inaction.
-

TRAINING/QUALIFICATIONS

- The employee will be expected to undertake on-going research to develop their knowledge base and will undertake any CPD, inset and qualifications as deemed necessary by the Headteacher.
 - Where formal qualifications are identified the employee will be required to sign an agreement to reimburse the school of any training costs incurred if the employee leaves before qualification and/or if they leave before a period to be specified after qualification.
-

ADDITIONAL INFORMATION

- Working directives may be subject to change to facilitate Open Evenings, Parent Consultation Evenings etc. The Facilities Manager will work in close conjunction with the Cleaning Supervisor to organise appropriate cleaning requirements and to the redistribution of cleaning hours not required on those occasions.
-

HOLIDAY WORKING

- The Cleaning Supervisor under the direction of the Facilities Manager will be expected to arrange the hours and duties of all the cleaners to ensure a high level of deep cleaning is carried out in all areas during the holiday period.
- Cleaners may block their cleaning hours to work full days rather than 5 part days. Cleaners working continuously for 6 hours or more are required to take an unpaid 20 minute break during their shift but which must not be taken at either the beginning or end of their shift in accordance with the Employment Regulations
- Cleaners may take one paid ten minute break when their hours exceed 4 continuous hours (this may be added to their lunch break (see above).
- Cleaners will be directed as to the days they are required to work during the holiday week/s. This may not necessarily be the same every week. The Facilities Manager will work with the Cleaning Supervisor to ensure working directives are given in a reasonable period of time to allow individuals to plan accordingly

Person Specification

QUALIFICATIONS AND TRAINING	Essential	Desirable
No specific educational qualifications are required but basic numeracy and literacy skills should be demonstrated	*	
First Aid experience		*
EXPERIENCE AND KNOWLEDGE		
Experience of general cleaning activities (mopping, cleaning, dusting, vacuuming, window cleaning)	*	
Experience of using heavier cleaning equipment (buffers, carpet cleaners etc) safely. Training can be given		*
Experience of working within an educational environment		*
Knowledge of Health and Safety issues (General) and Control of Substances Hazardous to Health (COSHH)		*
Able to undertake a range of manual cleaning activities (training can be given)		*
Basic knowledge of cleaning chemicals, including their safe use and storage		*
SKILLS		
Ability to maintain high standards of cleanliness in accordance with specified rotas	*	
Self-motivated and able to use own initiative	*	
Ability to integrate into a team environment.	*	
Communication skills with adults and students	*	
PERSONAL QUALITIES		
Clean and smart appearance	*	
Be able to work within a team and or work alone and recognising the importance of cleaning the school	*	
Safety awareness to self and others	*	
Able to work to own initiative and deal with unexpected problems including the willingness to cover for absent colleagues when required.	*	
Exemplary health, attendance and punctuality	*	
COMMITMENT, EQUALITIES AND SAFER RECRUITMENT		
Commitment to upholding and promoting the trust values with honesty, loyalty and fairness.	*	
Promote and safeguard, at all times, the welfare of children and young adults.	*	
Demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the appropriate policies.	*	
Demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with young people and colleagues.	*	

Staff Benefits

At our Trust, we deeply value the health and wellbeing of our staff, recognising that a happy, supported team is essential to delivering the best outcomes for our students. We are committed to fostering a positive working environment where staff feel cared for, empowered, and equipped to thrive both personally and professionally.



Pension scheme

All contracted members of staff will be automatically enrolled into either the Teachers' Pension Scheme or the Local Government Pension Scheme (whichever is appropriate).



National terms and conditions

We offer national terms and conditions in line with the School Teacher's Pay and Conditions document (STPCD) and Burgundy Book for teachers or the NJC Green Book for support staff.



Training and development

Professional development opportunities aimed at the continuous process of enhancing your skills, knowledge and competencies discussed with your appraiser on an individual basis.



City centre parking

Durham City Centre barriered private parking for staff whilst at work which extends to free all year round parking, 24 hours a day, 7 days a week, 365 days a year.



Staff wellbeing working group

For the staff, by the staff, our wellbeing working group meet at least 3 times a year and is open to all members of staff. To date the group has raised money for charity, built a Staff Wellbeing portal, organised socials, sporting events and family days out.



Healthcare services

All staff benefit from a range of comprehensive health and wellbeing services including: GP service which gives staff the access to a General Practitioner around the clock, 24/7, access to nurse support services and physiotherapy provided face-to-face at times, dates and locations convenient to our staff.



Live webinars

Online webinars for Mental Health First Aid and Stress Coaching are available to staff which run frequently throughout the year with a choice of dates and times.



Health and Wellbeing

Free Flu vaccines, menopause counselling and access to financial wellbeing coaches through our staff absence insurance policy.



Daily breakfast

We provide a selection of hot drinks, cereals, croissants, toast and jams complimentary each morning in the refectory for staff and students.



Lifestyle

Our lifestyle benefits include shopping discounts with hundreds of online and high street retailers and discounted gym membership.



Free Will Writing Service

Organised through the Financial Guys, all staff are provided with a free single basic Will which also includes a 50% discount for partners.



Blue Light

Blue Light Card have now added Teaching and Support staff to the list of careers that are able to apply for their card. When applying please upload your staff ID badge as evidence.



INVESTORS IN PEOPLE®
We invest in people Platinum