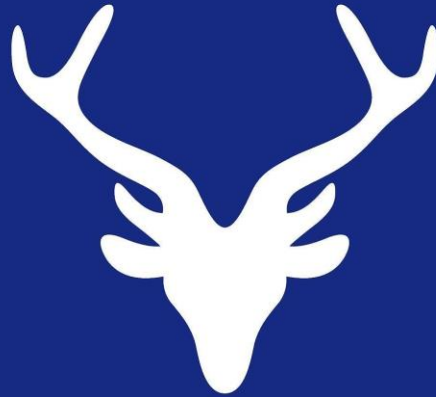


North Molton Primary School

NORTH MOLTON PRIMARY SCHOOL



Job Application Pack

Job Position: Cleaner

To start: 22 April 2025

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Welcome:

Thank you for your interest in applying for the post of Cleaner for North Molton Primary School.

North Molton Primary School is a small rural primary school located at the edge of Exmoor National Park and part of the beautiful village of North Molton. The village has a thriving community and the school is at the heart of village life.

North Molton Primary School has a vibrant curriculum which links with our rural community and a vision to deliver outstanding education; the school strives to open the world for our pupils. We work to enable children to have a modern outlook on the world, achieve high standards of learning and be secondary-ready.

North Molton Primary School is part of a supportive and collaborative Multi-Academy Trust, the Tarka Learning Partnership, currently comprising one secondary school, seven primary schools, the teacher training organisation known as Devon Primary SCITT and the Devon Teaching School Partnership.

Our team and the number of children on roll is small with just under 100 children and 37 on role in our Nursery.

Further information regarding North Molton Primary School can be found on our website. If you would like to find out more about the role please contact Louise Gear, Senior Administrator, at admin@nmps.tarkatrust.org.uk

Should you have the qualities, experience, skills and commitment to make a success of this challenging, yet exciting and no doubt rewarding role, helping to shape the future of a school and the children within, then we would be delighted to hear from you.

Advert

- Role:** Cleaner
- Remuneration:** Grade A2 (£13.32 p/h inclusive of holiday pay)
- Position:** Permanent, 41 weeks per year
- Working Pattern:** 10 hours per week, 4pm – 6.00pm, 41 weeks per year
- Closing Date:** Friday 21st March
- Interview Date:** Monday 31st March

We are seeking to appoint a dedicated and reliable cleaner to join our school premises team. The successful candidate will be able to independently undertake all cleaning tasks under the supervision of the caretaker.

Cleaning and premises staff in schools across the Trust, contribute to providing a safe, clean and inspiring environment for children to learn.

We are looking for a Cleaner who has:

- the ability to communicate and follow instruction;
- previous experience within a cleaning role;
- high standards of cleanliness;
- the ability to manage workload and prioritise work;
- a positive outlook, good sense of humour and is able to work as part of a team.

Benefits:

- Competitive hourly rate of £13.32 (inclusive of holiday pay).
- Permanent contract providing job security.
- 41 weeks of work per year, aligning with the school term calendar.
- Membership of the Local Government Pension Scheme.
- Opportunities for learning and development.
- Uniform provided.

The Trust is committed to safeguarding and promoting the welfare of children.

All staff and volunteers are expected to share this commitment. The post is subject to an enhanced DBS check.

A job description, person specification details about our recruitment process can be found below. Application forms can be found on our website at <https://www.newportprimary.devon.sch.uk/vacancies>

Please note, we do not accept CV's.

Completed applications for the attention of Louise Gear.

Email: admin@nmps.tarkatrust.org.uk

Closing date: Friday 21st March

<https://north-molton-primary.devon.sch.uk>

Job Description

Job Title: Cleaner

Salary Range: Grade A2 (£13.32 p/h inclusive of holiday pay)

Hours: 10 hours per week, 4.00pm – 6.00pm

Weeks: 41 weeks per year = 38 weeks during term time, 1 week (10 hours) over two days during February half term & the equivalent of two weeks of hours (20 hours) over four days during August for the completion of deep cleans.

Responsible to: Matt Pennington (Acting Head Teacher)

Job Purpose including main duties and responsibilities.

- 1.1 To carry out all cleaning to the required standard of cleanliness as specified by the school, therefore meeting high standards of hygiene.
- 1.2 To ensure that any cleaning equipment and machinery supplied for use are kept in good condition and stored securely in the designated areas.
- 1.3 To keep storage areas clean and tidy and make sure all materials and equipment are stored in a safe manner.
- 1.4 To wear protective clothing provided, including enclosed footwear, which are suitable for the work being carried out.
- 1.5 To ensure the correct use of materials and equipment in accordance with the manufacturer's instructions and recommendations.
- 1.6 To use, where appropriate, powered equipment in undertaking cleaning duties.
- 1.7 To carry out all work in line with Health and Safety regulations and risk assessments.
- 1.8 To advise the Caretaker of any factors that are likely to or have affected work schedules.
- 1.9 To notify the Caretaker of any mechanical failure of equipment or equipment unsafe for use. To inform the Caretaker of additional supplies or cleaning materials required.
- 1.10 To report to the Caretaker any defects found, likely to affect security or health and safety i.e. broken window, window catches, broken tables, chairs etc.
- 1.11 To use step ladders when necessary, following safe systems of working at height.

- 1.12 To engage with and respond to the process of monitoring of cleaning standards, carried out by the Caretaker.
- 1.13 To undertake all cleaning duties including washing, sweeping, vacuuming, emptying of litter bins, dusting and polishing of the designated areas including toilets, showers, fixtures and fittings and inner glass.
- 1.14 To cover for absent colleagues and undertake any other reasonable cleaning or allied task as requested by the Caretaker.
- 1.15 To attend relevant premises/staff meetings.
- 1.16 To be alert and active on issues relating to pupil welfare, safeguarding and child protection and to pass on information and concerns (significant and low-level) to the relevant personnel in the school.
- 1.17 To read, understand and adhere to the Academy's rules and policies relating to equal opportunities, health and safety, child protection and dealing with pupils, staff and parents.

This job description will be reviewed annually to reflect the plans, growth and development of the school.

Person Specification:

	Essential	Desirable
Relevant Experience		
Experience of cleaning		
Experience of working in an educational establishment		
Demonstrable history of taking real pride in the working environment		
Education and Training		
Awareness of relevant H&S regulations – training given		
Willingness to undertake further training as appropriate		
Knowledge and Abilities		
Ability to work independently and / or as part of a team		
Ability to use a wide range of cleaning equipment and to follow the school's cleaning guidelines		
Able to lift/move equipment using appropriate equipment supplied.		
Able to communicate effectively both verbally and in writing where necessary.		
Personal Qualities		
Have a flexible approach and willing to use own initiative		
An honest, reliable character		
High standards of cleanliness, tidiness, and organisation (including personal hygiene)		
Excellent time management and punctuality		
Safeguarding		
Suitable to work with children and young adults and/or vulnerable adults		
Willingness to apply for a Disclosure and Barring Service (police) check (or to have a check undertaken against an existing DBS Certificate if registered for the DBS Update Service)		

Application, Interview & Selection

You will be selected for interview entirely on the contents of your application form,

CV's will not be considered. Please read the Job Description and Person Specification carefully before you complete your form. Please ensure that your supporting statement provides concise and specific examples to demonstrate your achievements and skills addressing the specific criteria. For those candidates who are invited to interview this information will be explored further.

Please ensure all supporting information is included in the Statement of Application section of the application form, additional documents will not be accepted.

You are invited to complete the Equality and Diversity Monitoring Form at the end of the application form. The information on the form will be treated as confidential and used for statistical purposes. The form will not be treated as part of your application. Finally, please include your work, mobile and home telephone contact numbers and an e-mail address.

Please return applications forms electronically to admin@nmmps.tarkatrust.org.uk

The closing date for this application is Friday 21st March.

The interview date will be held on Monday 31st March.

North Molton Primary School and the Tarka Learning Partnership are committed to safeguarding and promoting the welfare of all our pupils and expect all employees and volunteers to share this commitment. All posts are subject to an enhanced DBS check

Recruitment Process

Short-listed candidates will be invited to attend a selection process which will be held on 31st March 2025. All candidates must bring with them the following documents

- Documentary evidence of the right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as current driving licence including a photograph and/or passport and/or full birth certificate
- Documentary proof of current name & address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary. Photocopies are not sufficient. You will be asked to sign your application form on the day of interview.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications **before interview**. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Offers of employment are made subject to receipt of satisfactory references, medical fit for work clearance and receipt of enhanced DBS check.