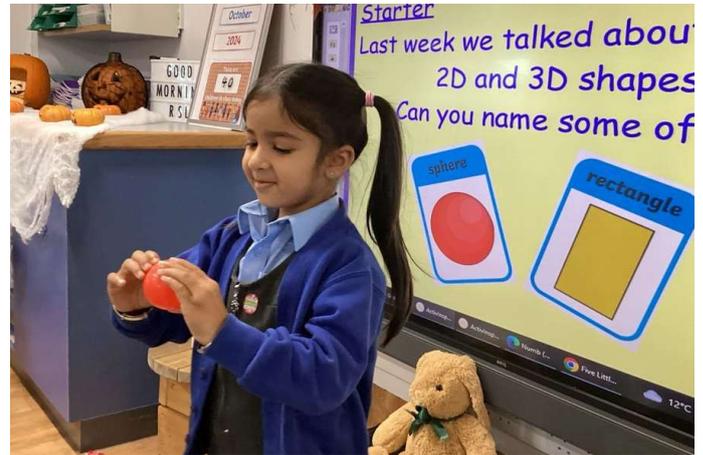


# Cleaner

## Candidate Information Pack

**Closing Date: 4.00pm, Friday 16<sup>th</sup> January 2026**



# Contents

Welcome from the CEO .....	3
Welcome from the Headteacher .....	4
Cleaner.....	5
Job Description .....	7
Person Specification .....	8
How to Apply .....	9
Employee Benefits.....	10

# Welcome from the CEO

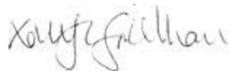
Dear Applicant,

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 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,

I am delighted to welcome you to Whitehouse Primary School and to share a little about our vibrant school community as you consider joining our team.

At Whitehouse Primary School, we are a growth mindset school and are dedicated to creating a nurturing environment where every child feels valued and inspired to achieve their best. Our vision is to foster a love of learning, encourage creativity, and develop resilience in our students. We believe that each child is unique, and we strive to provide a curriculum that caters to diverse learning needs, enabling all children to flourish.

Our dedicated staff is at the heart of our success. We pride ourselves on teamwork, collaboration, and a commitment to ongoing professional development, ensuring that our staff are equipped with the latest teaching strategies and resources. We value research and encourage our staff to explore new strategies and ideas that can enhance our children's educational experiences.

As part of our commitment to fostering a positive and inclusive school culture, we place great emphasis on building strong relationships with families and the wider community. We believe that education is a partnership, and we work hard to engage parents and carers in their children's learning journey.

If you join our team, you will find a welcoming and supportive environment that celebrates achievements, promotes professional growth, and encourages a healthy work-life balance. We are looking for individuals who are passionate about education, committed to making a difference, and eager to contribute to our school's mission.

Thank you for considering a position at Whitehouse Primary School. We look forward to the possibility of welcoming you to our community and working together to inspire the next generation of learners.

Warm regards,

A handwritten signature in black ink, appearing to read 'Jane Eyre', written in a cursive style.

**Jane Eyre**  
Headteacher

# Cleaner

**Job Title:** Cleaner

**Location:** Whitehouse Primary School, Stockton

**Start Date:** 26 January 2026

**Actual Salary:** £5,640 to £5,769 (Grade C, SCP 3)

**Hours of Work:** 10 hours per week, term time only (6.15am – 8.15am, Monday to Friday)

**Contract Type:** Permanent

**Closing Date:** 4.00pm, Friday 16<sup>th</sup> January 2026

**Interviews:** Thursday 22<sup>nd</sup> January 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. 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 [lyellow@whitehouseprimaryschool.org.uk](mailto:lyellow@whitehouseprimaryschool.org.uk), addressed to Ms J Eyre, 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.

# Job Description

<b>POST TITLE:</b>	Cleaner
--------------------	---------

<b>GRADE:</b>	C (SCP 3)
---------------	-----------

<b>REPORTS TO:</b>	School Caretaker
--------------------	------------------

<b>MAIN PURPOSE:</b>	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)

	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>• Basic skills/induction.</li> <li>• Willingness to participate in training and development opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• COSHH training.</li> <li>• Health &amp; Safety training.</li> <li>• The Support Work in Schools VQ (SWIS).</li> <li>• NVQ Level 1 in Cleaning.</li> </ul>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Experience of working as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous cleaning experience.</li> </ul>
<b>SKILLS/ KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>• Ability to work as a team member.</li> <li>• Ability to work to deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use heavy cleaning equipment, e.g. buffer.</li> </ul>
<b>PERSONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"> <li>• Pleasant and friendly manner.</li> <li>• Polite and punctual.</li> <li>• Reliable.</li> <li>• Commitment to achieving high standards of cleanliness and hygiene.</li> <li>• A commitment to working as part of the whole school team and supporting the vision and aims of the school.</li> </ul>	

**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](http://sparkeducationtrust.org.uk)

Please make sure that the application form is completed and returned via email to [lyellow@whitehouseprimaryschool.org.uk](mailto:lyellow@whitehouseprimaryschool.org.uk), addressed to Ms J Eyre, 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: 4.00pm, Friday 16<sup>th</sup> January 2026**

**Interviews to be held: Thursday 22<sup>nd</sup> January 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](http://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.