



Holy Family Catholic Primary School

Job Application Pack

Cleaner

Welcome from the Executive Headteacher

Holy Family Primary School is a happy, inclusive Catholic school where children develop as well-rounded individuals with a strong sense of self and a commitment to being an involved participant in our community. Our children are viewed as unique individuals with value and worth created in the image of God.

Holy Family Catholic Primary School is part of a partnership of Catholic Schools. In collaboration with St Francis Xavier Catholic Primary and St Mary's Catholic Primary, we aim to create a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Holy Family, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning, and exceptional personal support in an inclusive, faith based environment.

Every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from staff who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our staff to make a difference, makes me proud to be Executive Headteacher of this diverse and dynamic family of schools.

I look forward to receiving your application

Bernadette Nesbit
Executive Headteacher, NLE

“Teaching and Learning is extremely strong throughout the school, due to: clarity of expectations, standard of continual professional development opportunities, high quality resources, and as climate which enables pupils to express their views with confidence. The school’s physical environment promotes the ethos, mission and aspirations of a Catholic faith that is truly lives out by all within the school community” Section 48 inspection November 2022

Our mission statement at Holy Family Catholic Primary School is embedded by the statement of ethos:

'Learning together, playing together, praying together'

'Holy Family School is a place that is committed to create challenging, stimulating and effective learning.

We know that God's love surrounds us and we are all valued, gifted and unique'

About the Partnership of Catholic Schools

Our aim as a partnership is to deliver an innovative approach to inclusive, enriching and balanced cross curricular teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth and strength of the partnership is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

Holy Family Catholic Primary School

Holy Family Primary School is a Catholic Voluntary Academy located in the east of Doncaster. It is a vibrant and aspirational school with a proud and visible Catholic ethos underpinning a positive approach to both learning and behaviour.

St Francis Xavier Catholic Primary School

St Francis Xavier Primary School is situated close to Doncaster City centre with close links with the A1 and other major motorway routes. It is a vibrant and aspirational school with a proud and visible Catholic ethos underpinning a positive approach to both learning and behaviour.

St Mary's Catholic Primary School

St Mary's Catholic Primary School is situated close to Doncaster town centre with close links with the A1 and other major motorway routes.

Safeguarding Children & Young People

The Governing Body is fully committed to safeguarding and to promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check. Shortlisted Applicants will be required to complete a self-disclosure.

Please read the following policies, which are available on the 'Policies' tab on the school website:

- **Safeguarding Policy**
- **Child Protection Policy**
- **Safe Recruitment Policy**

The Vacancy

Holy Family consists of a committed and professional team led by experienced passionate practitioners supported by a strong Senior Leadership Team (SLT) who have experience within and beyond the partnership.

The SLT will take a proactive approach, sharing experiences and good practices between colleagues to develop our teaching and learning and own professional developments. We are keen that students have an opportunity to extend their interest and enthusiasm by taking part in a range of extra-curricular activities such as clubs, visits and competitions. We would welcome any contribution you could make to these activities at the school. Above all, we wish to appoint an enthusiastic Cleaner who will be keen to work alongside a team determined to create an excellent school.

Applications

For more information about Holy Family Catholic Primary School, please visit www.holyfamily.doncaster.sch.uk.

To apply for the role please download the 'CES Teacher Application Form' and supporting documents from the 'Vacancies' tab on our website. Your completed form, along with all supporting documents are to be submitted to sarah.cashmore@francisxavier.co.uk clearly demonstrating your suitability for the role.

Closing Date: Monday 18th May 2026, Noon

Interview Date: Wednesday 20th May 2026

If you have any queries, wish to discuss the role informally or undertake a visit to the school, please do not hesitate to contact us via email sarah.cashmore@francisxavier.co.uk or telephone 01302 841283

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from the school within two weeks of the deadline, please assume that on this occasion your application has unfortunately not been successful.

Job Description

Post Title: Cleaner

Grade: Grade 3.01

Main Purpose:

- Responsible for a wide range of cleaning duties and responsibilities, which include ensuring that areas of work allocated are cleaned and maintained to the required standard/specification.

Responsible to: Site Manager

Relationships with: Senior Leadership Team, School Business Manager, Site Manager

Is this a regulated activity: No

General:

- Thoroughly cleaning areas to the required specification, as directed, using correct techniques and cleaning equipment
- Safe removal of litter and waste to allocated disposal points, taking particular care with liquids, broken glass or other substances, which may be unsafe to other staff or pupils.
- Locking and unlocking windows and doors as directed.
- Undertaking training in use of methods, materials and equipment, as instigated by your Supervisor.
- Working safely using correct warning signs, protective clothing and safety equipment, being mindful of hazards to other staff and pupils. Compliance with the Health & Safety practices of the site.
- Replenishing supplies of toiletries, plastic bags etc., as directed.
- Ensuring all containers of cleaning agents are correctly labelled before use and are used safely and in compliance with manufacturers written instructions and that all chemicals are securely stored away when not in use.
- Emptying vacuum cleaners and buffer vacuum bags at the end of each session. Cleaning and checking all equipment used after use, checking cables for wear and tear and storing away in a suitable safe area. Notifying supervisor of any faults found.
- Ensure mops, cloths etc., are washed and left to dry as appropriate at the end of each session.
- Reporting immediately to your Supervisor any defective electrical sockets, lighting, vandalism etc., in your cleaning area.
- Ensuring Supervisor is aware of low stock levels of materials and equipment for which you are responsible.
- Assist in keeping chemicals and cleaning materials and equipment storage areas in a clean and tidy condition.
- Covering on a rota basis for absent colleagues when required, which may involve some change in hours/times.

Other:

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Supporting policies and new procedures are implemented effectively
- To be flexible to meet the needs of the school

Other Responsibilities:

- Any other duties required by the teacher or Headteacher within the scope of this post.
- The post holder shall ensure that the duties of the post are undertaken with due regard of the School's Health and Safety Policy and their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Signature of Post Holder:**Date:**

Please sign both copies of the job description. Retain one copy for your own reference and return the remaining copy to the school within 14 days of receipt. If a signed copy is not received within the 14 day timescale, it will be assumed that you have accepted the terms and conditions contained within it.

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

| | Essential | Desirable | MOA |
|--|-----------|-----------|-------|
| Qualifications | | | |
| Use of buffing and vacuuming equipment | | ✓ | A/C |
| Willing to undergo appropriate training | ✓ | | A |
| Experience | | | |
| Experience cleaning in a professional or school environment | | ✓ | A/I |
| Skills and Abilities | | | |
| Able to understand and comply with work instructions (written and verbal) | ✓ | | A/I |
| Methodical approach to cleaning | | ✓ | A/I |
| Ability to follow manufacturers' instructions with regard to cleaning chemical usage | ✓ | | I |
| Able to deal with all types of cleaning which may involve dealing with excrement and vomit on occasion (suitable PPE will be provided) | ✓ | | A/I |
| Knowledge | | | |
| Able to apply and understand Health and Safety procedures | ✓ | | A |
| Personal Qualities | | | |
| Flexible | ✓ | | A/I/R |
| Methodical | | ✓ | A/I/R |
| Practical | ✓ | | A/I/R |
| Capable of moderate physical activity, i.e. the use of a buffing and vacuuming equipment | ✓ | | A/I |
| Able to work as part of a team | ✓ | | A/I/R |
| Capable and willing to work on own initiative | ✓ | | A/I/R |
| Safeguarding | | | |
| Commitment to the protection and safeguarding of children and young people | ✓ | | A/I |
| Has an up to date knowledge of relevant legislation and guidance in relation to working with young people | | ✓ | A/I |

Key: A = Application, I = Interview and assessment, R = Reference, C = Certificate