

Northwood Primary School

Cleaning Operative

Pay Scale: Scale Point 3 (£7,200 actual salary)

Contract: 11hrs 40mins per week. (3:10pm-5:30pm), Term Time + 10 days

Required from as soon as possible.

Permanent

www.northwoodprimary.org.uk

Telephone 01325 267222



We are looking to recruit a cleaning operative to join our established team.

The successful candidate must have good communication skills and the ability to maintain a high standard of cleaning.

The post will be based in Northwood Primary School; however, the Trust reserves the right to require you to work at other schools in the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Northwood Primary School is part of the Lingfield Education Trust. The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE) will be undertaken before an appointment is confirmed.

Application packs are available on the school website. If you would like to any additional information regarding the role, please call Bethany Phillips on 01325 267222.

Please return completed applications directly to Bethany Phillips, Office Manager at:

Northwood Primary School
Pendleton Road South
Darlington
DL1 2HF

Or email your application to: admin@northwood.lingfieldtrust.org.uk

Closing Date: 12pm noon – Friday 14th November

Shortlisting: Monday 17th November

(If you do not hear on this date, please assume that you were unsuccessful in being shortlisted this time)

Interviews: Monday 24th November

JOB DESCRIPTION

POST:	Cleaning Operative
GRADE:	Scale Point 3
RESPONSIBLE TO:	Office Manager
STAFF MANAGED:	None
JOB PURPOSE:	To clean the designated areas in line with the school's quality procedures and work programmes in a safe and efficient manner.
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Main Responsibilities	- To clean all allocated areas, as instructed by the Office Manager, which may include any or all of the following. - Toilets and washrooms. - Offices, classrooms and meeting rooms. - Corridors and walkways. - School all and Dining hall - Doors, windows and sills to a safe reachable level <i>(Please note this list is not exhaustive)</i> <i>Cleaning duties and areas are not fixed and maybe subject to change from time to time with other cleaners.</i> - To respond to communication with customers / clients and colleagues. - To ensure that a high standard of work is maintained in accordance with Quality Systems - To comply with Health and Safety policy and systems, including COSHH regulations. - To safeguard and promote the welfare of children for whom you have responsibility or encounter, to include adhering to all specified procedures. - The post holder must carry out his/her duties with full regard to the Trust's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner. - To comply with health and safety policies and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters to protect both yourself and others. - Any other duties of a similar nature related to the post which may be required from time to time.
Lingfield Education Trust	To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any

	incidents/accidents/hazards and take a pro-active approach to health and safety matters to protect both yourself and others. <i>These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.</i> PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY. The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post will be based in Northwood Primary School; however, the Trust reserves the right to require you to work at other schools in the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.
Date of Issue:	November 2025

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

PERSON SPECIFICATION – Cleaning Operative

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Experience & Knowledge • Previous cleaning experience in either industrial or contract setting (AF, I, R) • Knowledge of Health and Safety practices at work (AF, I, R)	• Previous cleaning experience in a school or education setting (AF, I, R)
Skills • Good verbal communication skills (I, R) • Experience of working with a range of people (AF, I, R) • Ability to maintain high standard level of cleaning (I, R) • Experience of working in a team (I, AF, R)	• Previous experience of using a range of different cleaning equipment and tools (AF, I, R) • Manual handling training and experience (AF, C) • COSHH training/qualification (AF, I, R)
Special Requirements • Motivation to work with children (AF, I, R, D) • Ability to form and maintain appropriate relationships and personal boundaries with children (AF, I, R, D) • Emotional resilience in working with challenging behaviors and attitudes to use of authority and maintaining discipline (AF, I, R, D)	

Key – Stage identified	
AF	Application Form
C	Certificates
P	Presentation
I	Interview
R	References
D	Disclosure