

Cleaner (Maternity Cover)

St Mark's CE Primary School

10 hours per week, Monday – Friday

Hours of Duty: 3.30pm - 5.30pm

Term-time plus 39 weeks (for cleaning duties during the school holidays)

Salary: Grade 2 SCP 2-4, £12.65 - £13.05 per hour

Actual Salary: £5,675 - £5,854 per annum pro rata

Starting April 2026, Fixed Term until 31st December 2026

St Mark's Church of England Primary is a much-loved Church school, set in its own extensive grounds. We are very lucky to be located close to the seaside, within the beautiful rolling hills of the Purbecks. We are a school where individuals are valued and helped to always achieve their personal best. Children are supported to become confident and independent young people, ones who thrive on challenge, and are motivated to learn.

The school is part of Coastal Learning Partnership Multi Academy Trust; a vibrant, collaborative Trust of twenty schools working together around shared goals, values, and aspirations.

The school is looking to appoint a Cleaner on a fixed term basis to join their site team. They will be responsible for carrying out the cleaning of the interior of the school to an agreed standard under the direction of the Headteacher, ensuring the highest standards of cleanliness and general hygiene in the school premises. They should have some previous experience of undertaking a cleaning role.

Please visit the school website for further information about the school www.stmarksswanage.dorset.sch.uk For more information about the role please contact the Headteacher Katy Astle on 01929 422949.

Applicants are encouraged to view our website for further information www.stmarksswanage.dorset.sch.uk or alternatively call the school on 01929 422949.

External candidates: Please apply online

Internal candidates: Please apply online

Closing Date: Friday 20th March 2026

Interviews: Wednesday 25th March 2026

*To comply with our statutory safer recruitment practices and obligations, we are unable to shortlist incomplete applications. Please ensure you include a full employment and education history, details of two referees and explain any gaps in employment. **Please note CVs will not be accepted from external candidates.***

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, and Enhanced DBS check, Child Barred List check and satisfactory references. CLP will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with

children. As care must be taken to avoid unconscious bias and any risk of discrimination a person who will not on the appointment panel will conduct the search and will only share information if and when findings are relevant and of concern. Applicants are advised that it is an offense to apply for the role if they are barred from engaging in regulated activity relevant to children.

CLP is committed to creating a diverse environment and is proud to be an equal opportunity employer. All applicants who meet the person specification will receive equal consideration for employment. We value the fact that our schools are very different, as are our colleagues within them. Our culture is one in which colleagues serve and inspire each other in the spirit of professional generosity; colleagues are empowered to be themselves and to be their best. At CLP, everyone is welcome and encouraged to achieve and be heard.

Coastal Learning Partnership offers its employees a range of benefits, including:

Financial

- Competitive Salary
- Recognising Continuous Service from other relevant employments
- Higher than average Pension Contributions via our Occupational Pension Schemes
- Holiday pay, increasing with service
- Occupational Maternity and Paternity pay

CPD and Training

Excellent networking and training and development opportunities for all staff, from courses and qualifications to effective appraisal and internal transfer and promotional opportunities

Medical and Wellbeing Support

Free and confidential counselling, physiotherapy, weight management support, menopause help, personal training, GP referral service and some private surgical procedures

Employee discount schemes

- Discounted BH Active Membership
- Discount schemes offering a range of high street, restaurant, holiday, finance and other benefits
- Cycle and Tech Schemes offering discounted equipment via payroll
- Free Eye Tests for VDU



Job Description **Cleaner (Maternity Cover)**

Start Date: January 2026

Responsible to: Headteacher

Location:	ST Mark CE Primary School
Grade:	Grade 2 SCP 2-4, £12.65 - £13.05 per hour
Hours of work:	6.30am till 8.30am or 3.30pm till 5.30pm, Monday - Friday
Contract type:	Fixed Term until 31 st December 2026
Disclosure Level:	Enhanced Disclosure & Barring Service Check

Overall Purpose

- Carry out the cleaning of the school to an agreed standard under the direction of the Headteacher.
- Ensure the highest standards of cleanliness and general hygiene of the school premises.

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.

Duties and Responsibilities

- Clean hard surfaces, floor surfaces, walls, windows, fixtures, fittings and equipment as directed to an agreed standard, using powered equipment where appropriate.
- Be aware of health and safety issues around the building and work in accordance with safe practices and Health and Safety legislation.
- Report breakdown of any equipment or perceived hazards/incidents in the workplace to the Headteacher.
- Ensure that good hygiene is maintained using separate cloths and mops for toilets, classrooms and food preparation areas.
- Complete any appropriate records or documentation required by the school.
- Maintain good working relationships with other school staff, and co-operate with reasonable changes to daily work routines to assist with the smooth operation of the school.
- Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

- Comply with all decisions, policies and standing orders of the school and the Academy ; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.

Supervision and Management of People

- No supervisory responsibility other than assisting work familiarisation of peers and new recruits.

Knowledge and Skills

- Initial training in basic cleaning methods and use of materials and equipment will be provided within the induction period; further training may be provided thereafter as required.

Contacts and Relationships

- Regular contact with Headteacher.
- Contact with other cleaners regarding cleaning duties.
- General contact with other school staff.

Decisions

- The post holder is required to report and record any issues or problems involving cleaning materials, equipment breakdown, and Health and Safety matters to the line manager.

Resources

- Cleaning equipment and materials including chemicals will be used regularly to undertake duties. Training and personal protective equipment will be provided.

Work Environment

- Routine cleaning duties may include the moving and handling of cleaning equipment, chemicals, machinery, and some movement of furniture.
- The cleaning duties will be undertaken on school premises and may require working outside for short periods. On occasions this may also include cleaning up of bodily fluids.
- In addition to cleaning, some lifting may be required.

Whilst every effort has been made to explain the main duties and responsibilities of the Cleaner role, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by the Headteacher.

Person Specification **Cleaner (Maternity Cover)**

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> Willingness to attend school-based training 	
Experience:	<ul style="list-style-type: none"> Previous experience not required 	
Professional knowledge:		<ul style="list-style-type: none"> Knowledge of school's behaviour and management policy and procedures (training provided in school) Knowledge of school's fire and emergency procedures (training provided in school) Knowledge of Child Safeguarding procedures (training provided in school)
Professional skills & abilities:	<ul style="list-style-type: none"> Ability to work unsupervised, as well as within a team Ability to utilise cleaning materials safely in accordance with Health and Safety regulations Ability to handle confidential information with discretion Self-motivated Team player Satisfactory DBS clearance (will be confirmed as part of pre-employment checks) 	
Physical skills & abilities:	<ul style="list-style-type: none"> Able to undertake the physical requirements of the role, such as moving of furniture and some lifting may be required 	

Whilst originally based at St Mark's CE Primary School, the post holder may be required to travel to other local sites, including other CLP schools.