



St Francis Xavier Catholic Primary

Job Application Pack

Cleaner

Welcome from the Executive Headteacher

St Francis Xavier 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.

St Francis Xavier Catholic Primary School is part of a partnership of Catholic Schools. In collaboration with Holy Family 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 St Francis Xavier, 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

"The behaviour and attitudes of pupils are exemplary... The quality of relationships, at all levels, is outstanding, with pastoral care for all maintained as a high priority within the Catholic life and mission of the school"

Section 48 inspection March 2023

"Parents are positive about the school and particularly value the school's caring family atmosphere. They appreciate how well adults care for their children and how their children develop confidence in all that they do." Ofsted inspection

Our mission statement at St Francis Xavier Catholic Primary School is embedded by the statement of ethos:

'Achieving Excellence Together, with God's Love.'

**'At St Francis Xavier Catholic Primary School
we strive to live out the Gospel in the way Jesus teaches us to**

**We celebrate the diversity of our school community and
value each person as unique; made in God's image and likeness**

**We work together, through God's love,
to enable our pupils to achieve excellence in all aspects of their education'**

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

St Francis Xavier consists of a committed and professional team led by experienced passionate practitioners supported by a strong Senior Leadership Team (SLT).

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 St Francis Xavier Catholic Primary School, please visit www.xavier.doncaster.sch.uk.

To apply for the role please download the 'CES Support Staff 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: Thursday 9th July 2026, 12 noon

Interview Date: Week Commencing 13th July 2026

Telephone: 01302 344678 Email: sarah.cashmore@francisxavier.co.uk Website: www.xavier.doncaster.sch.uk

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 344678

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, Scale 02

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 Supervisor

Relationships with: Senior Leadership Team, teachers and support staff

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