



Southfields Primary School

Believe in Yourself
Value Others,
Be proud of your achievement
Smile, Shine, be happy

Cleaner Application Pack

October 2026





Southfields Primary School

Dear Applicant,

Appointment of Cleaner

Thank you for your interest in our Cleaner post at Southfields Primary School starting as soon as possible.

Southfields is a large primary school with 630 pupils (PAN) and 100 staff. We have a Hub of Excellence for Speech and Language, and endeavour to provide an exceptional education in a vibrant environment for children aged 4 to 11.

Visits to the school are strongly encouraged, please contact Mrs Dale (my PA) to arrange a suitable date and time. Additional information is available on the school website www.southfieldsprimary.co.uk

All applications must be emailed to vacancies@southfields.peterborough.sch.uk

I hope you find the attached information useful and look forward to meeting you.

Yours sincerely,

A handwritten signature in blue ink that reads "S. Mathlin".

Mrs Sarah Mathlin
Headteacher



Southfields Primary School

A letter from the children of Southfields

We would like to help Mrs Mathlin, our Headteacher, find a Cleaner for our school. We are loveable children who need a kind, funny, fair and patient Cleaner who has high expectations of themselves and takes pride in their work.

We value a clean and tidy school, and we appreciate your hard work in keeping our Classrooms and school environment clean and safe.

We look forward to meeting you soon,

The children of Southfields xxx



Southfields Primary School

Cleaner

Salary after pro-rata approx. £6,080 (gross)

Start date November 2026

Southfields Primary School is looking to appoint a committed and reliable Cleaner to join our friendly team. With 534 pupils, our school plays a key role in the local community, offering a supportive environment where every member of staff makes a difference. This position is for 5 days a week, Monday to Friday, 2 hours each evening (3:30pm – 5:30pm), plus 10 days during the Summer holidays for a deep clean

As a Cleaner, you will help ensure our school is a safe and welcoming place for pupils, staff, and visitors. You will work alongside a supportive site team, undertaking daily cleaning duties throughout the school, as well as additional deep cleaning tasks during the Summer holidays.

We offer:

- A supportive and friendly working environment
- Training relevant to the role, including health and safety and safeguarding
- The opportunity to play a vital role in the life of our school
- All necessary equipment and materials provided

We're looking for someone who:

- Is reliable, hardworking, and takes pride in their work
- Can work effectively as part of a team and independently
- Is committed to maintaining high standards of cleanliness and hygiene
- Shares our commitment to safeguarding and promoting the welfare of children

Why Join Us? Explore our fantastic school and grounds, meet our wonderful team, and discover how you can contribute to our vibrant school community.

Interested? We welcome you to visit us, meet the team, and see if our school is the perfect fit for you. Please contact Mrs Dale (PA to the Headteacher) to arrange a visit. Tel: 01733 562873 or alternatively email: vacancies@southfields.peterborough.sch.uk

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, working closely with families and the local community. All appointments are conditional and subject to an enhanced DBS disclosure and two satisfactory references.

Closing date for applications is 12 noon Friday 16th October 2026

Interviews will take place on Thursday 22nd October 2026



Southfields Primary School

Cleaner Job Description

At Southfields Primary School, staff are mutually supportive and work according to school policies under the direction of the Headteacher. Every member of staff in the school is responsible for promoting and safeguarding the welfare of pupils that (s)he is responsible for or comes into contact with.

This job description may be amended at any appropriate time and will be reviewed annually.

Core purpose of post

- To work as part of the Facilities team ensuring a high standard of cleanliness and hygiene throughout the school, as directed by the Site Manager.

Main duties and responsibilities

- Take responsibility for ensuring the cleanliness of a designated area, to include:
 - General cleaning, e.g. dusting furniture and fixtures and fittings, wiping tables, cleaning
 - inside windows and all internal glass
 - Emptying of all waste bins in your designated area, taking full refuse sacks to designated areas
 - Vacuuming all carpets, or sweeping/mopping floors where appropriate
 - Cleaning of toilets, including wash basins, removing body fluids from all areas and replenishing stocks of hand towels, toilet roll and other supplies, reporting low stock to the Site Manager
 - Cleaning windows, doors, walls, radiators, cupboards, skirting boards, door frames, desks, chairs and computers, or any other fixtures and fittings not listed
- Inform the duty Caretaker or Facilities Manager of any health and safety issues or broken/defective equipment and machinery, or cases of vandalism. Training will be given on use of machinery where appropriate
- To perform other cleaning tasks requested by the Site Manager or SLT members, within the expertise of the post holder, especially around school events or outside lettings

General

- To adhere to all the school's policies
- Actively participate in any appropriate training when required.
- To maintain awareness of evacuation procedures in the event of emergencies
- The post holder must at all times take pride in the school and their own general appearance
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Other duties and responsibilities express and implied which arise from the nature and character of the role and are commensurate with the grade of the post

Reviewed September 2025



Southfields Primary School

Cleaner Person Specification

Attributes	Essential	Desirable	Ascertained by
Education and Qualifications	Evidence of literacy	- Good general education - First aid qualification	- Application form - Interview
Experience	Previous cleaning experience	- Awareness of Health and Safety - Previous experience in an educational setting	- Application form - Interview
Knowledge, Skills and Abilities	- Able to work as part of a team, and without direct supervision - Reliable timekeeping - Able to communicate and work with people from all backgrounds and cultures - Commitment to equal opportunities and equality - Able to converse at ease and provide advice and information in accurate spoken English	Able to use all forms of buffing/polishing machines (training will be given if required)	- Application form - Interview
Other	- Willingness to be flexible - Willingness to undertake further training/development opportunities - Evidence of relevant professional development / skills - A commitment to developing the professional skills of yourself and others		- Application form - Interview