



**Application pack for
Cleaner**

Pay scale A

Full time equivalent (FTE) £24,225

Actual annual salary £2,865

Closing Date: Midday Sunday 12th April 2026

Interview Date: Wednesday 15th April 2026

Intended start date: Monday 1st June 2026

Shakespeare Infant School offers an excellent place to work and learn with lots of professional opportunities to develop and improve. It is a forward thinking and dynamic school. We set and achieve high standards for all our children and work colleagues. Our “We Care” approach permeates all that we do.

Shakespeare Infant School currently has 211 pupils in eight single-age classes. The original building was built in 1931, with a three class extension added in more recent years to replace what was temporary accommodation. As well as the class areas we have a library, an all-weather surface, sensory garden and pond area, mini orchard, a practical room, field, playgrounds, a play trail and an imaginative play area. We have areas of woodland which the children really benefit from and we spend a lot of time outside in our wonderful grounds.

We have a strong and clear “We Care” ethos which influences behaviour and relationships. Everyone within the school is encouraged to model this through practice. We celebrate and share individual achievements in a variety of ways. Our integrated curriculum credits connections between subjects and is underpinned by our learning values.

All safer recruitment checks will be undertaken before the successful candidate can join the team.

Both references will be taken and are a crucial part of the selection process. Please ensure you have included two relevant referees on your application form.

Please contact the office on 02380 573888 if you need more information.

Our website provides a great deal of information about the school. Please do call if you require further information or would like a visit.

PLEASE READ THE FOLLOWING INFORMATION VERY CAREFULLY

Completed application forms should:-

- **Convince us that you will be a positive addition to the team.**
- Relate **specifically** to the job profile and person specification.
- Name two referees on your application form. If you have previously worked in a school then the headteacher must be included as a referee.
- **The application paperwork must reach Ms Ailsa Lamble by Midday on Friday 27th March 2026 and must be submitted electronically to adminoffice@shakespeare-inf.hants.sch.uk**

PLEASE NOTE:

Interviews will be held on the morning of Wednesday 15th April 2026. **You will be telephoned if you are being invited to interview.** Please ensure you include a phone number on your application form. If you do not hear from us personally, you have not been successful on this occasion.

Please ensure you are available all morning on Wednesday 15th April 2026 in case you are called for interview.

Ideally to save paperwork and postage we would prefer to email the necessary paper work. However if you would like a hard copy please ask and we will happily send you a pack.

Thank you for expressing an interest in this position.

Ailsa Lamble
Head of School

JOB DESCRIPTION		
Name		
Post	Cleaner	
Hours	4.75 hrs	
Working Pattern	Day	Time
	Monday	
	Tuesday	
	Wednesday	
	Thursday	3.15pm – 5.45pm
	Friday	3.15pm – 5.30pm
	Total 4.75hrs	
Responsible to	Headteacher in all matters and specifically the Site Manager	
Purpose of Post	To ensure that designated areas of the school premises are kept in a clean and hygienic condition. The postholder will work as part of a team and will always be under the direction of the Site Manager.	

Main Duties and Responsibilities

Main Duties:

- To wash down tables, surfaces and practical area floors in designated classrooms - daily
- To vacuum the carpets in designated areas - daily
- To empty classroom and communal area bins – daily
- To clean toilet areas – daily
- To polish and dust as appropriate in designated communal areas – weekly
- To undertake any other duties as may be reasonably requested by the Site Manager, the Head of School or the Headteacher.

Duties may vary between term time and closure periods.

All duties must be carried out within the codes of practice of the School Health and Safety Policy.

Be aware of, and comply with policies and procedures relating to safeguarding, child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

To have received and understood key safeguarding documents.

This job description is open to change in negotiation between the Headteacher and the postholder.

PERSON SPECIFICATION
Cleaner

Ability, Skills and Experience	Essential	Desirable
Has experience of working as a cleaner.		✓
Has high standards of cleaning.	✓	
Is aware of health & safety policies and practices within a cleaning role.	✓	
Is able to meet the physical demands of the role.	✓	
Able to work independently and as part of a team.	✓	
A good understanding of the need for protection and safeguarding of pupils.	✓	
Able to support the school's ethos and policies.	✓	
Awareness and understanding of COSHH.		✓
Experience of large scale cleaning in a work environment.		✓