



The Federation of
St Joseph's, Gilesgate &
St Thomas More Primary Schools

St Joseph's RC Primary

Mill Lane

Gilesgate

Durham

DH1 2JQ

Tel: 0191 3865611

www.stjosephsgilesgate.durham.sch.uk

www.stthomasmorebelmont.durham.sch.uk

Executive Headteacher: Mrs S Clarke

Post: Cleaner (Temporary for 1 year initially)

Grade: 1 - £18,065 pro rata

12 hours per week Hours required 3:30 p.m. – 6.00 p.m. (5.30pm Friday)

Required from Monday 21st July 2019

The Governors of this successful school are seeking to appoint a reliable, hardworking and honest cleaner who is committed to maintaining a high standard of cleanliness.

The post requires you to undertake duties in the following areas:

- Clean identified areas of the school including classrooms, toilets, corridors, offices and staffroom.
- Dust, polish, wash floors, wash tables, chairs and shelves, dust bookcases etc.
- Inform caretaker of the need for replacement light fittings/fuses etc.
- Inform caretaker of the need for supplies.
- The cleaning and caretaking staff are expected to provide mutual assistance in the moving of heavy furniture so as to enable each to carry out their respective duties.
- Other duties as may be required from time to time commensurate with the post.

The person appointed will be hardworking, enthusiastic and able to work as part of the existing team.

The appointment is to the Federation and you may be required to work at St Joseph's and/or St Thomas More.

Employees who must work all year around (52 weeks per year), including during school closure periods. These employees will have a leave entitlement of 26 or 31 days (pro rata for part time) which must be taken when the schools are closed. The holiday entitlement runs from April to March, under Green Book terms (i.e. not academic year).

Application forms and further information can be obtained from the school office on the contact details outlined. All applicants must complete the CES Application Form (also available from the CES website at:

<http://www.catholiceducation.org.uk/recruitment-process/item/1000042-model-application-forms>

Application forms must be returned to St. Joseph's RC Primary School, Gilesgate

Visits to the school are most welcome by arrangement.

Applicants with disabilities will be invited for interview if the essential job criteria are met.

Closing date for receipt of applications: noon, Wednesday 22nd May 2019

Shortlisting: Wednesday 22nd May 2019

Lesson Observation and Interviews: Thursday 23rd May 2019

The Governing Body and the Diocese are committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and the Executive Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard them. The successful candidate will be required to undergo an Enhanced level DBS check (with Barred List) from the Disclosure and Barring Service.

THE POST IS NOT OPEN TO JOB SHARE