



VACANCY

Diamond Hall Infant Academy

Cleaner

Location:	Diamond Hall Infant Academy
Contract Type:	Permanent
Hours:	14.5 hours per week Monday to Thursday 3pm – 6pm and Friday 3pm – 5.30pm All year round (flexible cleaning time during school holidays)
Salary:	NJC SCP 3 £24,796 (actual pro-rata salary: £9,869) <i>pay award pending</i>
Required from:	September 2026

The Trust is seeking to appoint a flexible, reliable and proactive person to join our cleaning team to carry out general cleaning of the school including classrooms, corridors, toilets and offices.

We are looking for someone who:

- Has good attention to detail
- Has previous cleaning experience
- Is able to manage time effectively
- Is able to work both alone and as part of a team
- Is punctual, reliable and trustworthy

In exchange you will:

- Be part of a welcoming and supportive team
- Access to National terms and conditions of employment
- Access to the Local Government Pension Scheme
- Recognised continued service in accordance with the modification order

Further information about Diamond Hall Infant Academy can be found on our website:
www.diamondhallinfantacademy.co.uk.

Completed application forms should be returned directly to the school by post or by e-mail to the School Business Manager at danielle.maddison@diamondhallinfantacademy.co.uk by the closing date.

Please note – only applications made on our application form will be accepted.

Visits to the school are welcomed, by appointment only or contact us for a discussion for more information on this position.

Closing date for applications: Monday 24th August 9am

Shortlisting: w/c 31st August 2026

Interviews: w/c 7th September 2026



Job Description

Job Title: Cleaner
Location: Diamond Hall Infant Academy
Hours: 14.5 hours per week – all year round.
Term: Permanent

Purpose of Job:

To provide a clean, safe and hygienic environment for pupils, staff and visitors by carrying out cleaning duties throughout the school premises and ensuring that high standards of cleanliness are maintained at all times.

Key Responsibilities:

Cleaning Duties

- Clean classrooms, corridors, offices, staff rooms and communal areas.
- Sweep, mop, vacuum and polish floors as required.
- Dust and wipe down furniture, desks, fixtures and fittings.
- Clean glass panels, doors and mirrors.
- Empty bins and dispose of waste appropriately.
- Replenish consumable items such as toilet paper, soap and hand towels.
- Clean and sanitise toilets, sinks and toilet facilities.
- Ensure toilets remain hygienic and well stocked.
- Report any maintenance or hygiene concerns promptly.

Health and Safety

- Follow all health and safety procedures and regulations.
- Use cleaning chemicals and equipment safely in accordance with COSHH guidelines.
- Store cleaning equipment and materials securely.
- Report hazards, accidents, damage or maintenance issues to the appropriate person.

Confidentiality

- All employees are required to work in a confidential manner in all aspects of their work.

Additional Responsibilities

- To be an effective role model
- To have due regard to and follow all safeguarding procedures;
- Any other duties required by the School which are in the scope of the post/ as directed by the Headteacher;
- To carry out duties with due regard to the School Health and Safety policy at all times;
- To be aware at all times of responsibilities under Data Protection for the security, accuracy, and significance of personal data held electronically or in paper form;
- To work within and encourage the School's Equal Opportunity policy and contribute to diversity policies;
- Participating in the school's arrangements for performance management, professional development and the school's arrangements for quality assurance and internal verification;
- To follow all policies and procedures within the Academy;

Review and Amendments:

This job description is subject to annual review. It may be amended only after full consultation with the Head Teacher.



Personal Specification

Category	Essential	Desirable	Method of Assessment
Application	1. Fully supported by references		Application form
Knowledge, Skills and Experience	2. Able to follow work plan/ routines and manage time effectively 3. Previous cleaning experience 4. Understanding/ following of health and safety procedures 5. Good verbal communication skills 6. Ability to work in a team 7. Excellent attention to detail	8. Experience of cleaning in a school or other similar setting 9. Understanding of COSHH regulations	Application form/ supporting statement Interview References
Personal Characteristics	10. Reliable, punctual and dependable. 11. Honest and trustworthy. 12. Professional and respectful manner. 13. Positive attitude and willingness to help. 14. Take pride in maintaining a clean and safe environment. 15. Flexible and adaptable to changing priorities.		Application form/ supporting statement Interview References
Other	16. Commitment to the safeguarding and welfare of all children 17. Willingness to undertake training 18. Able to maintain confidentiality		Application form/ supporting statement Interview References

Diamond Hall Infant Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to be fully committed to our safeguarding policies and procedures, in accordance with Sunderland Local Safeguarding Board Procedures.

Pre-employment checks and references will be sought and the successful candidate will need to undertake an enhanced DBS check.