



## St Nicolas and St Mary CE Primary School

Eastern Avenue, Shoreham-by-Sea, West Sussex BN43 6PE

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Web: [www.stnicolasmary.w-sussex.sch.uk](http://www.stnicolasmary.w-sussex.sch.uk)



Headteacher Mr A Lincoln BA Hons

### **ADVERT – CLEANER**

St Nicolas and St Mary Church of England School is seeking to appoint a **Cleaner** to join our team as soon as possible to provide a cleaning service in specified areas of the site.

#### **Main Activities and Responsibilities**

1. Clean areas of the establishment in accordance with the Building Cleaning Specification as directed by the headteacher or nominee.
2. Operate cleaning machinery in accordance with instructions.
3. Dilute and use cleaning materials as instructed.
4. Collect and remove waste/rubbish from work area to collection point as directed.
5. Clean and maintain cleaning equipment as instructed.
6. Observe and comply with the Health and Safety Policy and Code of Practice for cleaning staff.
7. Comply with instructions relating to security and confidentiality.

Location: St Nicolas and St Mary C.E. Primary School, Shoreham-by-Sea  
Required from: Immediate  
Contract: Permanent, All year round  
Days/Hours per week: 15 hrs per week (3.30 – 6.30pm, Monday – Friday)  
Salary: Grade 2 Point 3 (£12.85 per hour)

Please refer to the Job/Person Specification in your supporting statement. Relevant qualifications or training an advantage but not essential.

The closing date for all applications is **12 noon, Monday 13<sup>th</sup> April 2026** (email [office@stnm.org.uk](mailto:office@stnm.org.uk) or post).

Applications must be submitted on the official application form. Please return completed applications to [office@stnm.org.uk](mailto:office@stnm.org.uk) or post to above address. **Please note that only applications on the DCAT form will be considered for shortlisting.**

Interviews are scheduled to take place on **Wednesday 15<sup>th</sup> April 2026**.

The application pack (and application form) can also be found at: [School jobs - West Sussex County Council](#)

**Safeguarding:** This post is covered by the Childcare Disqualification Regulations 2018. The Trust will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, shortlisted candidates will be required to demonstrate to the Trust, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations. If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

All staff will be expected to hold or be willing to obtain Enhanced DBS check or Enhanced check for Regulated Activity with the Disclosure & Barring Services (previously the Criminal Records Bureau). For further information about what is required in this process please go to [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check) (<http://www.gov.uk/disclosure-barring-service-check>).

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All school-based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

**Work Permits:** we may be able to obtain a Work Permit for this post but this is subject to meeting the requirements of the UK Border Agency's Points-based Immigration System. Due to the restrictions we cannot guarantee that individuals that meet the requirements of the Points-based Immigration System will be issued with clearance to obtain work permits.

*The successful applicant will need to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS) and references will be checked prior to interview. This school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.*