

Saint Bernard's



Catholic
High School

Recruitment Pack



St Bernard's Catholic High School

Contact us:

01709 828183

www.sbch.org.uk

schooladmin@sbch.org.uk

Herringthorpe Valley Road, Rotherham, S65 3BE

About us:

At St Bernard's we believe that all persons are created by God, unique and equal. We strive to create a caring Christian community in which we provide education based on Gospel values where all people reach their full potential.

We aim to develop positive relationships with every individual and family, the parishes and wider community.



St Bernard's Catholic High School is a member
of the St Francis Catholic Multi Academy Trust



Job Title: Cleaner x2
Salary/Grade: NJC - BAND B SCP 3 £25,614
Actual Salary Range: £6,017
Hours: 10 hours per week
Contract Type: Term time + (2 weeks)
Closing Date: 9am Friday 23rd October 2026
Interview: W/C Monday 26th October 2026

We are delighted that you are interested in applying for the position of Cleaner at St Bernard's Catholic Primary School.

St Francis Catholic Multi Academy Trust was established in September 2022 as part of the Bishop of Hallam's vision for education. Today the St Francis family embraces 14 schools, 12 Primary Schools and 2 High Schools across the Local Authorities of Doncaster, Nottinghamshire and Rotherham. We are set to grow to 24 schools at capacity.

We serve our children and families through being committed to providing the highest standard of education, where academia and personal growth are our priorities rooted in our Catholic faith.

Our schools are unique serving wide ranging communities, we celebrate this individuality and support our schools to meet the needs of the children and families in their care. As individual schools we are joined together in our Catholic faith, delivering education which is rooted in Gospel Teachings. This creates our community which comes together to share excellence, learn from each other and champion our children.

We believe that education, along with the community that we have grown, is the most powerful tool we have to shape the future for our children.

Overall Objectives of the post:

To undertake, individually or as part of a team, the cleaning of a designated area and ensure it is kept in a clean and hygienic condition.



Key Tasks of the Post:

You will take part in maintaining the cleaning of a designated area of the school by:

- Being responsible for cleaning certain parts of the school site as allocated by the Caretaker/Facilities Supervisor (this will vary from time to time)
- Using cleaning materials as instructed by the Caretaker/Facilities Supervisor
- Operating cleaning machinery in cleaning soft and hard surfaces e.g. vacuum cleaners and polishers

Carry out the following duties:

- Vacuum cleaning hard and soft floors
- Spot cleaning of spillages
- Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
- Emptying and cleaning bins
- Cleaning toilets including sanitary fittings and surrounds
- Mopping and spray cleaning hard floor surfaces
- Wiping and polishing and straightening furniture
- Replenishing janitorial supplies in toilets etc.
- Checking and closing windows, switching off lights after work
- Such other duties as may be allocated from time to time
- All defects/hazards must be immediately reported to the Caretaker or Headteacher

You will maintain Health and Safety procedures at all times by:

- Ensuring security of the building i.e. check windows and doors are closed/locked
- Reporting any faults to electrical cleaning equipment, do not use until fault is repaired
- Ensuring correct policy and procedures are maintained including Health and Safety, COSHH, Manual Handling etc.
- Only using authorised cleaning materials, ensure the correct dilution rate as directed and used only for the purpose indicated
- Ensuring all PPE issued is worn at all times, including tabards and rubber gloves
- Displaying wet floor signs when cleaning floors

You will be an effective part of the school team. You will:

- Working as part of a multi-disciplinary team
- Participating in training sessions as required
- Maintaining school policy and procedures



Person Specification:

Criteria/Skills	Essential / Desirable
Ability to complete cleaning tasks to desired standards	Essential
Able to work as part of a team and respond to emergencies within the contract	Essential
Knowledge	
Health and safety procedures	Essential
Safe working practices	Essential
Hygiene and cleanliness	Essential
Operation of commercial cleaning equipment and use of utensils	Desirable
Operation of floor machinery	Desirable
Working to time constraints	Desirable
Experience	
Previous experience in cleaning industry	Desirable
Qualifications	
None specified. Willingness to undertake training when required	Essential
Equalities	
Awareness of the School's Equal Opportunities Policy	Essential

Notes: During periods when the school is closed, routine cleaning is undertaken throughout the school. This may include stripping and sealing floors, high level dusting, wall washing, etc. The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility to care for their own and others' health and safety. The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Interested in applying?

Application forms and supporting documentation can be found within the advert, once completed applications should be submitted to jobs@sbch.org.uk by 9am on 23rd October 2026.