TRURO SCHOOL

NURSERY | PREP | SENIOR | SIXTH



Information for Candidates

Cleaner

November 2026

Part-time / Permanent

Term Time Only

(plus a bank of hours to be worked during holidays)

Truro School, Trennick Lane, Truro, TR1 1TH
www.truroschool.com, recruitment@truroschool.com
Established in 1880, Truro School is Cornwall's leading independent schools for girls and boys aged 3 to 18

From Kieran Topping

Chief Operating Officer



Dear Candidate,

Thank you for your interest in the role of Cleaner here at Truro School.

Our School is steeped in 140 years of history and is Cornwall's leading coeducational independent school for children aged 3-18. We are situated over two campuses. The Senior School educates around 840 pupils and is set within 40 acres of sports fields and open spaces overlooking Truro and its iconic Cathedral. The Prep School educates around 300 pupils and is located next to the Royal Cornwall Hospital. We have superb facilities and resources at both sites that support our forward-looking educational ambitions.

Our Cornish setting allows us the privilege of working in a thriving city surrounded by beautiful rural and coastal opportunities. Our educational philosophy is to promote inclusive excellence, academically, pastorally and via a vibrant co-curriculum, for all who join our school.

Underpinned by a welcoming and liberal Methodist ethos, we champion the values of curiosity, courage, creativity, compassion and confidence in all we do. We want all our pupils to be and to become the very best of themselves, embracing the richness of a broad and forward-thinking education. We want our staff to be excited by what we are able to provide for the children under our care.

We are an excellent co-educational school that is large enough to offer many diverse and exciting opportunities, but small enough to know our children and families well. We champion an ambitious, broad and balanced education, and we hope that everybody who joins us will feel an important part of this flourishing community.

For a flavour of life here at Truro School please look at our website www.truroschool.com and view our virtual tour, where you will see and hear from staff and pupils, and find a glimpse of who we are and where we work.



Kieran Topping

Chief Operating Officer

Job Description: Cleaner

ACCOUNTABLE TO: Cleaning Manager

PAY SCALE: NT1 on the Truro School Non-Teaching Staff Scales (£26,228 pa FTE).

ROLE OVERVIEW:

To maintain the highest standards of cleanliness, presentation, and hygiene within the Science and Music Blocks, creating a safe, welcoming, and professional environment for pupils, staff, and visitors. The Cleaner will ensure specialist teaching spaces, practice rooms, classrooms, laboratories, offices, and communal areas are cleaned and maintained to support effective teaching and learning.

KEY TASKS AND RESPONSIBLITIES:

- Clean classrooms, science laboratories, prep rooms, music practice rooms, offices, corridors, and communal areas.
- Vacuum, sweep, mop, and polish floors as required.
- Dust and wipe desks, workstations, shelving, and other surfaces.
- Clean and sanitise sinks, worktops, washrooms, and high-touch surfaces.
- Empty bins and dispose of waste safely, including recycling where appropriate.
- Replenish consumables such as soap, paper towels, and toilet tissue.
- Take particular care around specialist equipment and furnishings within the Science and Music departments.
- Report any maintenance issues, damage, spillages, or health and safety concerns to the Facilities team.
- Store cleaning equipment and chemicals safely and follow COSHH requirements at all times.
- Assist with periodic deep cleaning activities during school holidays.
- Work effectively as part of the Cleaning Team to maintain consistently high standards across both buildings.

EXPERIENCE AND SKILLS:

Essential

- Previous cleaning experience or willingness to undertake training.
- Ability to work independently and use initiative.
- Good attention to detail and commitment to high standards of cleanliness.
- Reliable, punctual, and trustworthy.
- Awareness of health and safety requirements in the workplace.
- Ability to follow instructions and work to agreed schedules.
- Positive attitude and good communication skills.

Desirable

- Experience cleaning educational, laboratory, or similar specialist environments.
- Knowledge of COSHH regulations and safe use of cleaning materials.
- Understanding of safeguarding requirements within a school setting.
- Experience working around specialist equipment, instruments, or technical facilities.

Additional

- Full training will be provided where required

This job description sets out current duties of the post that may vary from time-to-time without changing the general character of the post or the level of responsibility entailed.

Truro School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening including checks with past employers and a Disclosure and Barring Service check

We embrace diversity and promote equality of opportunity. We welcome applications from all sections of the community.



Truro School

Our Motto

Esse Quam Videri, meaning 'to be, rather than to seem to be.'

Founded by Methodists in Cornwall in 1880 our School is a welcoming community in which children and adults can flourish, thrive and be happy. They enjoy being and becoming the very best of themselves.

Our Values

From nursery through to Sixth Form, the values our community nurtures are:

- Curiosity to always want to discover and learn more, academically and more widely too.
- Confidence to build resilience by learning from both successes and failures alike.
- Compassion to understand and champion the needs of others, in our community and beyond.
- Creativity to be imaginative in how we express ourselves and approach new challenges.
- Courage to enjoy becoming the very best of who we are, with integrity and ambition.

Our Ambition

To be a community of inclusion and excellence delivering the best educational journey in the South-West.

Our community and its culture reflect our Methodist foundation and our ongoing evolution in an inspiring Cornish setting. In an ever-changing world, we support and challenge young people to thrive – personally, spiritually, academically, socially, and physically. We value our pupils in the diversity of their identities, beliefs, abilities, talents, interests, backgrounds, and needs. The happiness, energy and wellbeing of our community shapes and inspires who we are and who we can become.

Academic Life

Many of our pupils at Truro School celebrate exceptional results as they prepare to move on to the next stage of their lives, education and career. Our Upper Sixth pupils enjoy places at some of the best universities in the world including Oxford, Cambridge, and a range of Russell group and international universities.

53% of GCSE and iGCSE grades in 2026 awarded were 9-7 (or A/A), with 19% at grade 9.*

In the same year, we were pleased to report 49% of A-Levels were graded A/A. Furthermore, 80% of all A-Level grades were graded at A*-B.*

Further information can be found here:

GCSE results: www.truroschool.com/senior-school/academic/results

A Level results: A-Level Results at Truro School Sixth Form | Independent School, Cornwall, UK

The Co-Curriculum

We believe that a rich co-curricular life is a key ingredient of an excellent education. Whilst having fun, participating in a wide range of activities, without academic pressures, pupils broaden their horizons and learn a new skill or extend existing skills. This develops confidence, self-esteem, teamwork and independent-thinking, communication skills and social development across all year groups. Our aim is for every Truro School student to leave us with a breadth of knowledge, understanding and a desire to

Sport

Truro School has an enviable reputation for the high quality of its sporting provision. Several teams compete nationally and the School hosts elite sportsman in the fields of windsurfing, fencing and sailing to name but a few. All abilities are catered for and every student is encouraged to participate in order to maintain a healthy lifestyle.

Music

Truro School is one of the most busy and vibrant music departments in the country and is home to the Truro Cathedral choristers. Music is evident in all year groups with over 60 concerts each year involving our ensembles, choirs and bands. Tuition is available for numerous instruments including cello, violin, flute, clarinet, saxophone, drums. Over a third of our school undertake instrumental or vocal lessons each week from 30 of the county's top specialist teachers.

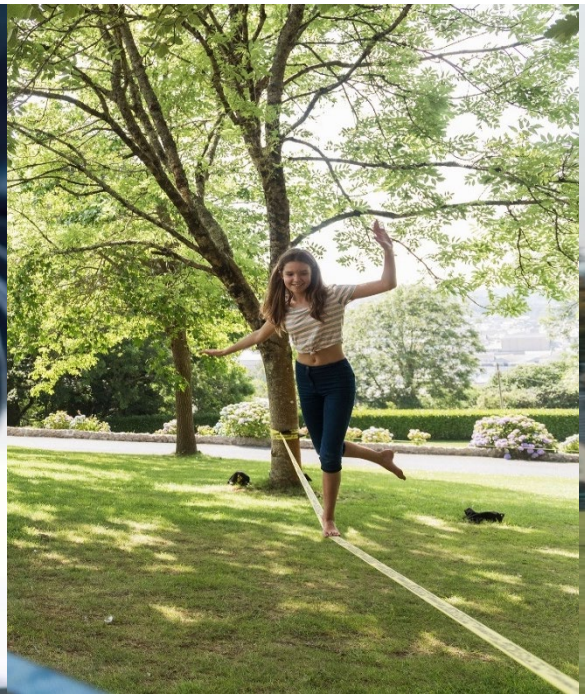
Major events each term include the annual Hall for Cornwall Concert, the Junior and Senior Charity Concerts, jazz band and Nine Lessons and Carols.

Drama

Truro School is renowned for the quality of its drama productions which are held in our professional Burrell Theatre. The school runs a number of major productions throughout the year including the annual whole school play or musical, an annual sixth form drama project (including performing at the Edinburgh Fringe Festival every two years) and the junior play in the summer term.

Cornwall

Truro School is located in the county of Cornwall, in south west England. It is surrounded almost exclusively by water which makes it ideal for those who love to spend their downtime at the beach, surfing, sailing, windsurfing or just enjoying a coastal walk. With the nearest beach only a 15-20 minute drive either north or south from Truro School, it is most certainly a life style choice of many. Take a look at www.visitcornwall.com for more information about how to get here, where to stay and what's on.


TERMS OF APPOINTMENT

If you are appointed to the role, a formal offer will first be made verbally and then followed up with an offer letter and contract of employment. The following are for guidance and may or may not be available at the time of offer. Benefits are subject to change from time to time.

- Competitive salary based on the Truro School Salary Scales
- Excellent pension scheme
- Free membership of the Sir Ben Ainslie Sports Centre and pool facilities
- Access to a wide range of books, magazines and DVDs through the School library
- Free parking
- Discounted school fees
- Employee Assistance Program
- Cycle to Work scheme
- Employee benefits platform
- Continued Professional Development and training possibilities.

Terms of Employment

This role is a permanent position working part time, term time only (34 weeks). You will be working 17.5 hours a week, Mondays to Friday, 4:00pm – 7:30pm, plus a bank of 17.5 hours for an end of year deep clean.

Salary

This role is graded at NT1 on the OPS Salary Scales. The actual salary for this role is £9,232 pa based on a fte of 0.3520 and a full-time equivalent salary of £26,228 pa. This equates to £13.45 per hour.

Pension Scheme

As part of its commitment to supporting staff in saving for retirement, Truro School offers a workplace pension scheme through Legal & General. Employees who contribute the minimum of 5% of salary benefit from a 10% contribution from the School.

Employee Assistance Program/Employee Benefits Platform

Truro School utilises Help@Hand as our EAP provider so all employees have access to a 24/7 helpline and website support. In addition, this platform gives to access hundreds of discounts, offers and savings from high street retailers to holidays, Marks & Spencer to Bloom & Wild.

Other Employment Checks

The offer of employment will be conditional upon satisfactory receipt of the following;

1. Proof of right to work in the UK
2. Enhanced criminal background check (DBS) & Barred List check
3. Two satisfactory references
4. Evidence of qualifications held
5. Overseas criminal record check (if you have resided or worked out of the UK in the past 3 years)
6. TRA and section 128 check (if applicable)
7. Fit to Work Questionnaire
8. Acceptable self-disclosure form



APPLICATION PROCESS

To apply for this position, you will need to complete and submit a formal application using our Truro School application form. We are unable to accept any CVs. This should be emailed to recruitment@truroschool.com or mailed to the School address.

Through the submission of your application form you should demonstrate your qualifications, skill, and experience in relation to the role you are applying for. This information will be assessed against the requirements detailed in the job description.

Once the closing date for applications has been reached we will shortlist applicants and you will be contacted in order to either be invited to interview or to be notified that you have not been successful this time. Our shortlisting process utilises anonymised application forms in order to avoid any bias. If you are called for interview you will be asked to provide your right to work in the UK evidence, complete a self-disclosure form and a provide a copy of your qualifications. Additional selection methods such as preparation and delivery of a lesson, a presentation or activities/tasks may be used and you will be notified in advance if that is the case.

References may be taken up prior to interview.

All applicants must be prepared to have a Disclosure and Barring Service (DBS) check and undergo any other appropriate child protection screening including checks with past employers.

The post for which you have applied is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, amended 2013. If you are shortlisted and invited to interview, you must declare any relevant warnings, reprimands, cautions and/or convictions by completing a self disclosure form prior to interview. Any positive disclosure will be discussed at interview.

Any information given will be treated in strict confidence and will be considered only in relation to your application for this post. Truro School does not discriminate against candidates with irrelevant criminal convictions. For further information on which offences should be disclosed please visit:

http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf and/or view the flowchart on our employment webpage.

Candidates who have a disability or any other special requirement should let the school know so that reasonable adjustments can be made during the recruitment process.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Department for Education.

We look forward to receiving your application.