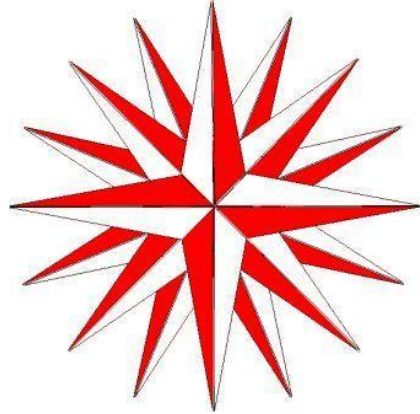




The Compass School

Appointment of

Part-Time School Cleaner

October 2025

Applications are invited from suitably experienced, enthusiastic and committed cleaner for the above post, which will be tenable from **October 2025**.

The School

The Compass School is an independent primary school in East Lothian for girls and boys from pre-school (Nursery) to Primary Seven. Children attending the School enjoy its friendly and caring environment in which they can feel secure and happy and in which they are encouraged to succeed, developing confidence, skills, and ability. Our small class sizes allow each child to enjoy an extremely high level of individual attention. Over the years, the School has built up an excellent reputation for providing high quality education and for the excellent results it achieves with our children. In 2022, The Compass achieved Gold status as a UN Rights Respecting School. In recent years, the School has been awarded 'Champion School' status by iTeach and became one of Scotland's first Digital Schools in recognition of its work in digital learning within the curriculum.

The School is located in a beautiful setting in Haddington, which is situated less than fifteen minutes along the A1 from the outskirts of Edinburgh.

Further information on the School can be obtained from the School's website at www.thecompassschool.co.uk.

The Post

Post: School Cleaner

Job Summary

The School is seeking a reliable part-time School Cleaner who will play a crucial role in maintaining the highest standards of hygiene and cleanliness within our school. As part of our commitment to creating a safe and welcoming environment for all, your contributions will positively impact both our pupils and staff. The successful candidate will be responsible for ensuring that all areas for which they are responsible are cleaned in readiness for the next day. This is a part-time term-time position which equates to 39 weeks plus 5 weeks holiday.

Hours of work are 15 hours per week Monday to Friday during term time. Precise hours of work to be agreed at interview stage.

Additional hours may be available from time to time both during term time and during holidays to support Holiday clubs and other activities that take place on the premises.

Salary: The appointment attracts an hourly rate of pay of £12.58.

Accountable to: The Bursar

Key Responsibilities:

Cleaning

- Carrying out general cleaning and waste disposal duties as required, in line with extant School policies.
- Ensuring that all areas are cleaned to the high standards expected.

Managing Resources

- Ensuring that there is sufficient stock of cleaning equipment and supplies within their area of responsibility.
- Reporting any issues they identify relating to equipment such as damage or excessive wear and tear.

Health and Safety

- Ensuring the adherence to procedures relating to Health and Safety with regard to cleaning tasks.
- Ensuring that equipment is always used in a safe manner.

General Responsibilities

- Working cooperatively and positively with all members of the cleaning team.
- Promoting the ethos of the School.
- Assisting in our Kitchen in the event of a staff member being temporarily absent.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and may be subject to modification or amendment at any time after consultation with the holder of the post.

Terms and Conditions

The person appointed will be party to a Contract of Employment between him/herself and the Governors of The Compass School.

Basic salary is paid monthly in arrears.

Additional hours worked are claimed through the Bursar and should be claimed by the 20th of each month.

The appointment is subject to a PVG check with Disclosure Scotland.

Up to five years of work references may be requested.

The Compass School is a no-smoking campus.

This is an exciting opportunity for those who wish to work with young children within a positive and stimulating environment, where realistic and attainable targets are set for children who in turn are encouraged to take pride in their achievements both in and out the classroom.

Application Procedure

Applications should be submitted after completing the school application form and the names and contact details of two referees. The deadline for receipt of applications is **Monday 29 September 2025** and it is anticipated that interviews will be held later that week.

Applications should be sent to:

**The Bursar
The Compass School
West Road
Haddington
East Lothian
EH41 3RD**