The Federation of Duke Street and Highfield Nursery School’s

*Co-*Executive *Headteacher’s: Susan Conron and Natalie Sinclair*

17th July 2025

Dear Perspective Candidate,

**Thank you for taking the time to consider applying for the post of Cleaner, at Duke Street and Highfield Nursery Schools.**

We are a federation of two maintained nursery schools with children aged 2years (at Highfield soon to be Under 2’s -5 years). Both schools are based in areas of high deprivation and have several children on safeguarding plans.

We know it takes special people to look after children; we love filling our team with unique and inspirational individuals who can create an oasis of joy and laughter in a safe and nurturing environment.

Within our growing federation, we respect and nurture a child’s natural curiosity to learn and explore. We support a child’s intrinsic desire to learn about the world around them, supporting them to be effective and enthusiastic learners for life. Can you help us create this magic? If so, this job may be for you!

When you join us, you don't just start a new job, you become part of our family. Across our federation you'll find a family of caring, passionate people that don't just nurture and inspire children, but are colleagues too. Continued professional development is vital to our success.

**Post details.**

**Grade: Cleaner**

**Based: Highfield Nursery School**

**Start date: September 2025**

**Hours per week: Flexible hours contract 10–20 hours, initially starting on 10.**

**Weeks per year: Term Time Only plus 3 weeks during school holidays**

**Contract length: Permanent**

The post will involve working alongside our current cleaner, working together to share cleaning duties and responsibilities, ensuring the health and safety of children is paramount at all times.

**We pride ourselves in the care and support we offer all children to ensure every child reaches their true potential**.

All staff have exceptionally high standards, having received Ofsted inspections graded “Outstanding” in all areas.

**Closing date: Monday 25th August 2025 12:00 noon.**

**Short listing: Tuesday 26th August 2025**

**Interview date: Wednesday 27th August 2025**

Candidates who have not heard from the school by Wednesday 27th August must assume that they have not been shortlisted.

To help with your application please access the following documents from the school office

* Application Form
* Role Profile
* Person Specification

Hard copy applications should be returned to the school at the above address or emailed to bursar@highfield-nur.lancs.sch.uk

If you decide to apply for the post I wish you every success.

Yours sincerely,

Natalie Siinclair

**Executive Head Teacher**

Duke Street Nursery School and Highfield Nursery School are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. A DBS clearance will be required plus 2 successful references.

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