

## **Hemlington Hall Academy**

Briscoe Way  
Hemlington, Middlesbrough, TS8 9SJ  
Tel: 01642 591171  
Headteacher: Mrs Karen Edmenson

### **2 x Cleaning Operatives – Required for October 2021**

Pay Scale: Grade A (SCP 4)  
(£4,691.00 annual salary) (Term time, plus 10 PD Days - 47.8 weeks).  
Contract: 10 hours per week  
Monday to Friday – 3.00pm to 5.00pm  
Permanent

We are looking to recruit two cleaning operatives to join our established team.

The successful candidate must have good communication skills and the ability to maintain a high standard of cleaning.

The successful candidate must also be reliable, trustworthy, efficient, conscientious and take pride in their work.

The post will be based in Hemlington Hall Academy. However, the Trust reserves the right to require you to work at other schools in the Trust depending on the needs of the business. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Lingfield Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The post is subject to DBS checks.

**Application packs are available to be downloaded from the school website. All completed application packs must be returned directly to the above address or email and marked for the attention of Mrs Karen McGill, School Business Manager [kmcgill@hemlingtonhallacademy.co.uk](mailto:kmcgill@hemlingtonhallacademy.co.uk)**

**Closing date: 27.09.2021**  
**Interviews: 01.10.2021 (am)**



## **HEMLINGTON HALL ACADEMY**

### **JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	<b>Cleaning Operative</b>
<b><u>GRADE :</u></b>	<b>Grade A (SCP 4)</b>
<b><u>REPORTING RELATIONSHIP</u></b>	<b>Reporting to the Site Premises Manager</b>
<b><u>JOB PURPOSE :</u></b>	<b>To clean the designated areas in line with the schools quality procedures and work programmes in a safe and efficient manner</b>

### **MAIN DUTIES/RESPONSIBILITIES**

1. To clean all allocated areas, as instructed by the Site Premises Manager, which may include any or all of the following ;

- Toilets and washrooms
- Offices, classrooms and meeting rooms
- Corridors and walkways
- School Halls
- Doors, windows and sills to a safe reachable level

*(Please note this list is not exhaustive)*

*Cleaning duties and areas are not fixed and maybe subject to change from time to time with other cleaners.*

2. To be responsible for and available to open and lock the school building in the event that the Site Premises Manager is absent through sickness or holiday leave.
3. Take over duties of the Site Premises Manager, within a reasonable nature, in the event that the Site Premises Manager is absent through holiday leave or long term sickness.
4. To respond to communication with customers / clients and colleagues.
5. To ensure that a high standard of work is maintained in accordance with Quality Systems

6. To comply with Health and Safety policy and systems, including COSHH regulations.
7. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
8. The post holder must carry out his/her duties with full regard to the Trust's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
9. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
10. Any other duties of a similar nature related to the post which may be required from time to time.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.**

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY DBS BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.*

**HEMLINGTON HALL ACADEMY**  
**CLEANING OPERATIVE, PERSON SPECIFICATION**

<b>ESSENTIAL</b>				<b>DESIRABLE</b>		
	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>
<b>Experience &amp; Knowledge</b>				D1	Previous cleaning experience in either industrial or contract setting	AF,I,R
				D2	Knowledge of Health and Safety practices at work	AF,I,R
<b>Skills</b>	E1	Good verbal communication skills	I, R	D3	Previous experience of using a range of different cleaning equipment and tools	AF,I,R
	E2	Experience of working with a range of people	AF,I,R	D4	Manual handling training and experience	AF,C
	E3	Ability to maintain high standard level of cleaning	I,R,			
<b>Special Requirements</b>	E4	Motivation to work with children	AF,I,R,D			
	E5	Ability to form and maintain appropriate relationships and personal boundaries with children	AF,I,R,D			
	E6	Emotional resilience in working with challenging behaviors and attitudes to use of authority and maintaining discipline	AF,I,R,D			

<b>Key identified</b>	<b>Stage</b>
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure Check

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references