

# Hemlington Hall Academy

## Cleaning Operative

**Pay Scale:** Grade A Scale Point 4 (£5,751 per annum).

**Contract:** 10 hours per week. Term Time plus 10 additional days.

**Hours:** Monday to Friday 3.00pm – 5.00pm

**Required** from December 2023

**Fixed term until July 2024**

[www.hemlingtonhallacademy.co.uk](http://www.hemlingtonhallacademy.co.uk)

01642 591171



**We are looking to recruit a cleaning operative to join our established team.**

The successful candidate must:

- Have good communication skills.
- Be reliable, trustworthy and conscientious.
- Be efficient whilst taking pride in their work, maintaining a high standard of cleaning.

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. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

If this sounds like you and a role that you would enjoy, please look carefully at the following materials and complete the application form.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE) will be undertaken before an appointment is confirmed.

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Application packs are available to download from the school website and should be returned accompanied by a letter of application outlining your strengths and educational experiences. All completed applications must be returned via email to the School Business Manager [kmcgill@hemlingtonhallacademy.co.uk](mailto:kmcgill@hemlingtonhallacademy.co.uk)

**Closing Date:** Friday 1 December 2023 by 9am

**Shortlisting:** Friday 1 December 2023

(If you do not hear on this date, please assume that you were unsuccessful in being shortlisted this time)

**Interviews:** Friday 8 December 2023

## JOB DESCRIPTION

<b>POST:</b>	<b>Cleaning Operative</b>
<b>GRADE:</b>	Grade A Scale Point 4
<b>RESPONSIBLE TO:</b>	Head Teacher
<b>STAFF MANAGED:</b>	None
<b>JOB PURPOSE:</b>	To clean the designated areas in line with the schools quality procedures and work programmes in a safe and efficient manner.
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Main Responsibilities</b>	<ul style="list-style-type: none"> <li>To clean all allocated areas, as instructed by the Caretaker, which may include any or all of the following ; <ul style="list-style-type: none"> <li>Toilets and washrooms</li> <li>Offices, classrooms and meeting rooms</li> <li>Corridors and walkways</li> <li>School Halls</li> <li>Doors, windows and sills to a safe reachable level</li> </ul> </li> </ul> <p><i>(Please note this list is not exhaustive)</i></p> <p><i>Cleaning duties and areas are not fixed and maybe subject to change from time to time with other cleaners.</i></p> <ul style="list-style-type: none"> <li>To respond to communication with customers / clients and colleagues.</li> <li>To ensure that a high standard of work is maintained in accordance with Quality Systems</li> <li>To comply with Health and Safety policy and systems, including COSHH regulations.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>Any other duties of a similar nature related to the post which may be required from time to time.</li> </ul>

<b>Lingfield Education Trust</b>	<ul style="list-style-type: none"> <li>To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others.</li> </ul> <p><i>These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.</i></p> <p><b>PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.</b></p> <p>The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.</p> <p>The post will be based in Hemlington Hall Primary however, the Trust reserves the right to require you to work at other schools in the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.</p>
Date of Issue:	November 2023

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK 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 SCHOOL.*



## PERSON SPECIFICATION – Cleaning Operative

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Previous cleaning experience in either industrial or contract setting (AF, I, R)</li> <li>• Knowledge of Health and Safety practices at work (AF, I, R)</li> </ul>
<b>Skills</b> <ul style="list-style-type: none"> <li>• Good verbal communication skills (I,R)</li> <li>• Experience of working with a range of people (AF,I,R)</li> <li>• Ability to maintain high standard level of cleaning (I,R)</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of using a range of different cleaning equipment and tools (AF,I,R)</li> <li>• Manual handling training and experience (AF, C)</li> </ul>
<b>Special Requirements</b> <ul style="list-style-type: none"> <li>• Motivation to work with children (AF,I,R,D)</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children (AF,I,R,D)</li> <li>• Emotional resilience in working with challenging behaviors and attitudes to use of authority and maintaining discipline (AF,I,R,D)</li> </ul>	

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