



Transforming Lives

EDUCATIONAL TRUST

**Henry Hinde Junior
School
Cleaner**

Recruitment Pack March 2022

About the Role

Thank you for your interest in the position of Cleaner at Henry Hinde Junior School.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all of your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident to proceed with your application as we aim to make the very best appointment possible.

Job Specifics:

Hours:	12.5 hours per week
Work pattern:	Monday to Friday 15:30 pm – 18:00 pm
Working weeks:	Term time only
Contract:	Permanent
Salary:	NJC01 £9.50 – NJ02 £9.60 per hour

How to Visit & Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website [website \(www.tlet.org.uk\)](http://www.tlet.org.uk). Completed application forms should be emailed to careers@tlet.org.uk or posted to:

HR Department (Careers)
c/o Houlton School
Signal Drive
Houlton
Rugby
Warwickshire
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing careers@tlet.org.uk or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply you should include a supporting statement with your application form (either in the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

The recruitment for this role is ongoing.

Job Description

Location:	Henry Hinde Junior School
Job Title:	School Cleaner
Salary:	NJC01 £9.50 – NJC01 £9.60 per hour
Contract:	Permanent Support staff terms and conditions
Start date:	ASAP
Responsible to:	Site Service Officer/Principal
Key relationships:	Students and staff
Job purpose:	To clean specified areas within the school in accordance with the school's standards. Work is undertaken under the guidance of the Site Service Officer and Principal.

MAIN ROLE AND RESPONSIBILITIES:

- Undertake day to day duties associated with the environment, including cleaning WC facilities, wiping down worktop surfaces and chairs, vacuuming, tidying, sweeping, litter picking, mopping, dusting, polishing.
- Empty bins and dispose of rubbish
- Clean inside windows and mirrors
- Use of buffer
- Undertake routine maintenance of equipment (e.g. vacuum bags)
- Ensure safe and effective use and storage of all equipment
- Ensure compliance with Health and Safety at Work regulations and COSHH guidelines
- Draw to Site Service Officer's attention any problems / issues which may affect the safety or security of the school or its users.
- Be proactive in identifying areas that are not up to the required standards and act upon your findings
- To be flexible, to cover colleagues' areas in times of absence.

To have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

This job description sets out the duties and responsibilities of the post at the time it was drawn up.

Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

Person Specification

Job Title:	School Cleaner
Reports to:	Site Service Officer/Principal

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training Experience Abilities	<p>Good verbal communication skills</p> <p>Ability to work in a team</p> <p>Use of initiative</p> <p>As an effective member of the team you will be focused with a can-do attitude</p> <p>To establish good working relationships at all levels – students, teachers, senior management, board of trustees etc.</p>	<p>Working knowledge of relevant policies / procedures / codes of practice / legislation, including Data Protection and Child Protection</p>
Personal Qualities	<p>Flexible</p> <p>Reliable</p> <p>Enthusiasm</p> <p>Self-motivation</p> <p>Professional and confident</p>	

All posts within TLET are subject to pre-employment and vetting checks, including reference checking and enhanced disclosures checks with the Disclosure and Barring Service (DBS).