



HUNTCLIFF
SCHOOL

Cleaner x 2

APPLICATION PACK



VACANCY

Cleaner x 2

Permanent

Actual Salary £6,805 (SCP 3)

12.5 hours a week, Term Time plus 10 days

To start at earliest opportunity

Usual work times 5.45am to 8.15am

Monday to Friday

Huntcliff School is a popular school sharing a site with Saltburn Primary School on a joint learning campus. We are seeking to appoint an enthusiastic well motivated person to join our existing cleaning team.

Your role would be to ensure that designated areas of the Campus are kept clean, hygienic and safe, ensuring a suitable environment for students and staff. Your usual work times would be between 5.45am to 8.15am Monday to Friday however some flexibility is required as you will be required to work some days during school holidays.

We have:

- A positive and caring ethos and working atmosphere.
- Friendly children, eager to learn and achieve.
- A committed, enthusiastic and supportive staff team.
- Excellent support from the Governing Body, the staff and parents.
- Opportunities for career development.

We are part of a dynamic and supportive MAT, the Vision Academy Learning Trust, which was established in 2016 and currently consists of three secondary schools, of which one is a teaching school, and five primary schools.

For further information about the role or to download an application form, please visit

<https://huntcliff.co.uk/> or <https://valt.org.uk/current-vacancies/>

Please send your completed application to: The HR Team at vacancies@valt.org.uk

Closing date: Tuesday 10 September 2024 at 09:00 am

Interview date: To be confirmed

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Safer recruitment practices and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.



JOB DESCRIPTION

SCHOOL	HUNTCLIFF
POST TITLE	Cleaner
GRADE	SCP 3
HOURS	12.5 HOURS PER WEEK (TTO +10 DAYS)
REPORTS TO	CLEANING SUPERVISOR
MAIN PURPOSE	To ensure that designated areas of the school are kept clean, hygienic and safe to create a suitable environment for staff and pupils.

RESPONSIBILITIES:

- Wiping down surfaces to the required standards
- Vacuuming carpeted areas to the required standards
- Dusting surfaces to the required standards
- Sweeping hard surfaces to the required standards
- Ensuring that all areas are kept free from litter
- Emptying bins to the required standards
- Cleaning toilets, basins and sinks to the required standards
- Mop and bucket floor areas, and buff floors

MATERIALS/SUPPLIES:

- Notify supervisor where stocks are low
- Ensure correct materials are used, awareness of COSHH as it applies to schools

HEALTH & SAFETY:

- Follow agreed risk assessment when moving furniture etc to clean
- Ensuring cleaning materials are safely stored, and are not accessible to children
- Ensuring that cleaning materials are kept in safe and appropriate containers (i.e. clearly labelled)
- Alerting appropriate staff of potential Health & Safety risks encountered during duties (e.g. trailing wires, worn carpet etc.)

OTHER:

- Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and, reporting all concerns to an appropriate person.
- Be aware of and comply with data protection in accordance with the General Data Protection Regulation (GDPR) and Trust Policies.
- Participate in training and other learning activities as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> • Basic skills/induction • Willingness to participate in training and development opportunities 	<ul style="list-style-type: none"> • COSHH training • Health & Safety training • The Support Work in Schools VQ (SWIS) • NVQ Level 1 in Cleaning
EXPERIENCE:	<ul style="list-style-type: none"> • Experience of working as part of a team 	<ul style="list-style-type: none"> • Previous cleaning experience
SKILLS/ KNOWLEDGE:	<ul style="list-style-type: none"> • Ability to work as a team member • Ability to work to deadlines 	<ul style="list-style-type: none"> • Ability to use heavy cleaning equipment, e.g. buffer
PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> • Pleasant and Friendly manner • Reliable • Polite and punctual • Flexibility • A commitment to working as part of the whole school team and supporting the vision and aims of the school • Commitment to achieving high standards of cleanliness and hygiene 	



HUNTCLIFF SCHOOL

HOW TO APPLY

To Apply

Application forms and further details are available on the school's website –

<http://www.huntcliff.co.uk/> or visit <https://valt.org.uk/current-vacancies/>

Please send your completed application to: The HR Team at vacancies@valt.org.uk

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Visits to the Trust and Schools

Candidates who wish to visit the school prior to completing their application should contact

Mrs Dobson fdobson@huntcliff.co.uk 01287 621010 to arrange a convenient time.

The 1590 Trust are in the process of consulting on the proposal to merge with Vision Academy Learning Trust (VALT) to form Vision 1590 Academy Trust with a proposed merger date of 01 September 2024.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required. These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.

Person Specification

Sets out the criteria to be used for the shortlisting process.

Confidential References

Two referees should be nominated, including one from your current/most recent employer. Those from an education setting must provide the Headteacher as one of their referees.

Closing date: Tuesday 10 September 2024 at 09:00 am

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Academy Learning Trust

Vision Academy Learning Trust is a company limited by guarantee registered in England. Company Number: 10249712

Registered Office: Egglecliffe School, Uray Nook Road, Egglecliffe, Stockton-on-Tees, Cleveland, TS16 0LA

Correspondence Address: Whinstone Primary School, Lowfields Avenue, Ingleby Barwick, TS17 0RJ

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Church Lane, Guisborough, North Yorkshire, TS14 6RD |

Laurence Jackson School operates a robust safeguarding policy in order to provide a safe and secure environment for all our staff, pupils and visitors



HUNTCLIFF
SCHOOL



Saltburn Learning Campus,
Marske Mill Lane,
Saltburn-by-the-Sea,
TS12 1HJ


Telephone

01287 621010



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