



The Hinckley
SCHOOL

Cleaner

RECRUITMENT PACK



THE HINCKLEY SCHOOL



Thank you for your interest in a career with The Hinckley School. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

It is an exciting time to join The Hinckley School, an 11-18 provider proudly serving Hinckley and its surrounding areas. In September 2023, The Hinckley School was rated 'Good' in all areas by Ofsted. This Ofsted report demonstrates our ambition for our students, coupled with a strong sense of community and belonging. With planning approval now received for a new multi-million-pound STEAM build, bespoke year 7 and 8 areas and a refurbished sixth form, our school is committed to 'Building Brighter Futures'.



As our students' progress to GCSE and then onto A Level study, they experience high expectations and inspirational teaching, an extensive range of enriching activities beyond the classroom and a learning environment which fosters self-discipline and aspiration. A bespoke character education programme centred around PRIDE, alongside high-quality pastoral care and excellent academic provision, not only ensures that students graduate from The Hinckley School having secured the destinations of their dreams, but also with the characteristics, strong moral purpose and self-belief to succeed on the modern global stage.



The Hinckley School is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

1. Students first

Teachers and leaders totally focused upon the educational benefit of our students.

2. It's about learning

Students, teachers and leaders focused upon developing and improving their learning.

3. No barriers

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

Due to the growth of our school we are looking to expand our team of dedicated professionals who excel in their field, who can support us to provide a high-quality educational experience for all. If you share our passion for building brighter futures then we would love to hear from you.

- Lisa Hickman, Headteacher

THE FUTURES TRUST

Thank you for your interest in a career with The Futures Trust.



The Futures Trust is a growing Trust with four primary schools and four secondary schools located in Coventry, Warwickshire and Leicestershire. We have 6,000 pupils in our schools and nearly 850 colleagues work for the Trust supporting our school community.

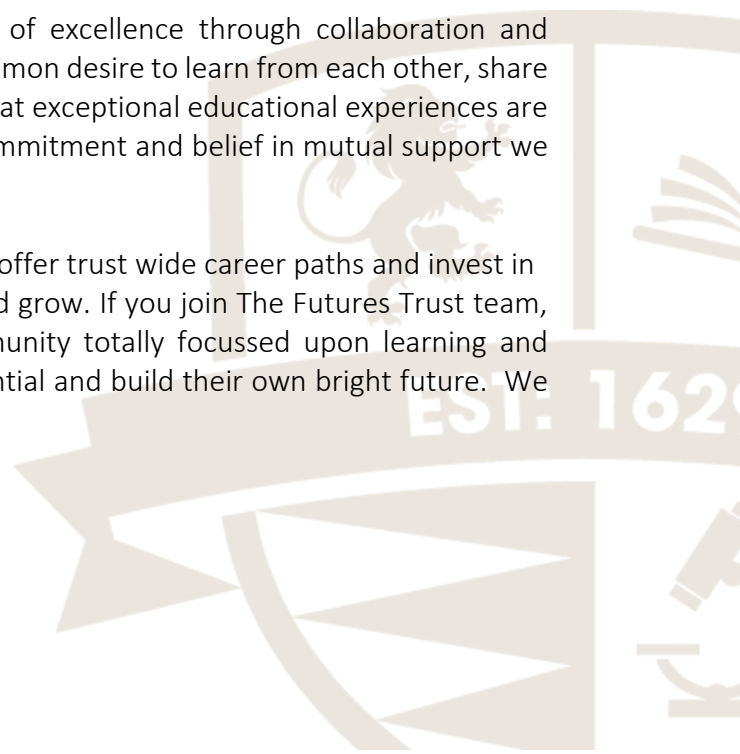


The Futures Trust is committed to building brighter futures for everybody within our trust and the communities we serve.

We are a thriving, vibrant and morally grounded organisation with a deep regard and commitment to our staff and the part they play in our success. We know that every person, no matter what role they perform, is essential to developing outstanding learners and in turn building outstanding schools. That is why we invest in the very best staff and ensure that they are supported carefully to reach their full potential and achieve their aspirations.

The Futures Trust is committed to the principle of excellence through collaboration and partnership. Our schools collaborate through a common desire to learn from each other, share experiences and be mutually supportive in order that exceptional educational experiences are provided for all our students. From this shared commitment and belief in mutual support we gain our sense of belonging.

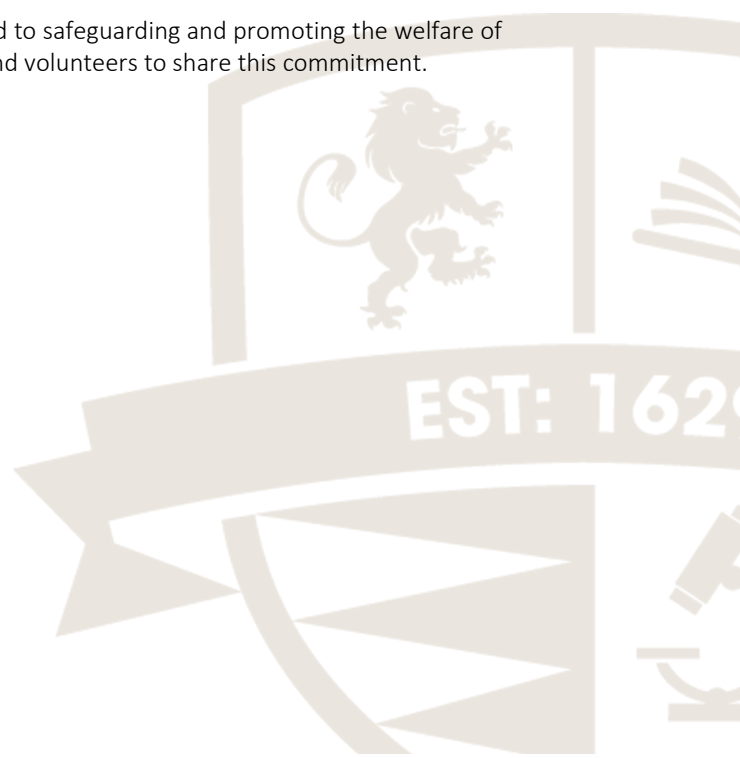
It is an exciting time to join The Futures Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow. If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring students achieve their potential and build their own bright future. We look forward to hearing from you.



JOIN OUR TEAM

JOB TITLE:	Cleaner
OPPORTUNITY:	<p>You will be part of a busy team in the role of Cleaner.</p> <p>You will ensure that a high level of cleanliness, hygiene and presentation is maintained throughout the school environment and that the needs of the school community are met, by working as part of a team to deliver an efficient, effective and professional cleaning service.</p>
REPORTING TO:	Operations Manager
LOCATION:	Based at The Hinckley School
SALARY:	<p>Grade 1 / Point 2 £10.71 per hour</p> <p>Term Time Only + 4 weeks</p>
BENEFITS:	<ul style="list-style-type: none">• Competitive rates of pay• Extensive professional development opportunities across the Trust• Career pathways across the Trust• Teacher/Local Authority Pension Schemes• Online retail discount• Employee Assistance Programme• Family Friendly policies to support family & carer commitments• Flexible Working Arrangements

The Futures Trust and The Hinckley School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.



JOB DESCRIPTION

Job Purpose

To ensure that a high level of cleanliness, hygiene and presentation is maintained throughout the school environment and that the needs of the school community are met, by working as part of a team to deliver an efficient, effective and professional cleaning service.

Duties and responsibilities

Carry out cleaning duties to the standards required by the school, including but not limited to:

- Dusting and cleaning of work surfaces
 - Maintenance of floor areas using the appropriate equipment and methods, including vacuuming, buffing and mopping
 - Emptying and disposal of waste
 - Cleaning of sanitary fixtures and fittings including toilets, hand basins and showers
 - Cleaning of windows
 - Replenishing consumables including paper towels, toilet rolls, soap etc
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- Move furniture and equipment to assist in cleaning in accordance with safe manual handling practices
 - Unlock and lock internal and external doors and windows as required, ensuring that the premises are left secure and keys are stored securely.
 - Report any faults, defects or required repairs that are identified in relation to furnishings or premises to the Site Services Team, particularly where a risk to health and safety may arise.
 - Help to ensure that all tools and equipment are maintained in a clean, safe and serviceable working condition, requesting repair or replacement where required.
 - Utilise cleaning consumables in accordance with training provided and help to ensure that adequate supplies are maintained.
 - Ensure that all tools, equipment and consumables are used and stored safely, securely and in compliance with Care of Substances Hazardous to Health (COSHH).
 - Carry out all duties safely with due regard for the health and safety of others and yourself, ensuring that health and safety training, best practice and school protocols are adhered to at all times.
 - Be courteous and professional in all interactions with learners, colleagues and other members of the school community including visitors.
 - Where requested maintain records of work carried out

Line management

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Cleaner are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> • A good and fluent level of written and spoken English with basic numeracy skills 	<ul style="list-style-type: none"> • Relevant qualification in relation to health and safety, Control of Substances Hazardous to Health (COSHH) etc 	Application form Certificates
Skills and Abilities	<p>Physically able to undertake the role of cleaner including bending and stretching, lifting and carrying, pushing and pulling heavy items. (subject to any reasonable adjustments)</p> <ul style="list-style-type: none"> • Able to consistently clean to the required standards • Able to maintain safe working practices at all times • Able to work well both as part of a team and independently • Good communication skills • Good interpersonal skills, able to interact with learners, colleagues, visitors, parents etc in a professional and courteous manner • Able to identify faults, defects or required repairs in relation to furnishings, premises or equipment and report • Able to adapt and change to meet the needs of the school. 		Application form Interview
Experience	<ul style="list-style-type: none"> • Cleaning • Basic problem solving 	<ul style="list-style-type: none"> • Working in a school environment 	Application form Interview Assessment
Knowledge and understanding	<ul style="list-style-type: none"> • Working practices, equipment and materials in relation to cleaning • Health and Safety within a cleaning environment and COSHH 		Application form Interview Assessment

	<ul style="list-style-type: none"> • The importance of cleanliness and hygiene in the school environment • The role of systems, processes and procedures in ensuring efficient and effective service delivery • Customer care 		
Other requirements	<ul style="list-style-type: none"> • A professional role model who is committed to their own continuous professional development and to developing others • Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers • Able to work calmly under pressure and withstand stress • Able to work flexibly, and to attend meetings and INSET days as required 		Interview Assessment



HOW TO APPLY

CLOSING DATE:	On-going
INTERVIEWS:	TBC

If you wish to find out more about this role at The Hinckley School and a career within The Futures Trust please contact the Recruitment Team on – Tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to recruitmentadmin@thefuturestrust.org.uk

On application please read the following policies found [HERE](#)

- The Hinckley School Child Protection & Safeguarding Policy
- The Futures Trust Safer Recruitment Policy
- The Futures Trust Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.

