

# Cleaning Assistant



**We are Humber Education Trust.**



# Application Pack

## We are Humber Education Trust.



Humber Education Trust's vision is to develop a high performing Multi Academy Trust that delivers the very best educational experience for all children and young people.

We will grow, develop, support and improve our schools across the Trust, with a clear focus on raising standards, encouraging innovation and strengthening the ethos of the Trust to ensure that we have a positive impact on all of the children and young people within the Trust.

As a partnership, our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. As a trust, we will drive these aims further and faster for the benefit of our pupils and our communities.

Humber Education Trust is also recognised by the DfE as an Academy Sponsor. This means that through the Trust, we are held accountable for sponsored schools who may join us, to ensure improvement in outcomes and taking responsibility for their performance and financial arrangements.

Humber Education Trust is supported by a strong Trust Board who provide effective support and the challenge required to ensure that we build on our track record of excellence to provide strategic partnerships to improve quality, share best practice and operate effectively and efficiently. We believe passionately that every penny that comes into a school should be spent on the development and provision of a first-class standard of education for all.

Humber Education Trust is a growing trust of 17 schools (13 primary schools and 4 special schools).

We have a strong moral purpose and a determination to provide the best education possible for the children in our care.

### Humber Education Trust is committed to:

- Always put the needs of children first
- Celebrate what joins us and also what makes our schools unique
- Embrace links with other education providers as we seek the best outcomes for children
- Have high aspirations for everyone in the school community
- Personalise the support offered to pupils, staff members and schools alike
- Believe in system leadership
- Being passionate educators of everyone in the school community
- Welcome challenge as this promotes positive change
- Achieve the best outcomes for every individual
- Being relentless in our pursuit of excellence

Thank you for showing an interest in working within our Trust. I wish you well with your application.



**Rachel Wilkes**

**Chief Executive Officer**





# Cleaning Assistant

## PARKSTONE PRIMARY SCHOOL CLEANING ASSISTANT

|                                 |  |
|---------------------------------|--|
| <b>Grade &amp; Scale point:</b> | 1, SCP 2   |
| <b>Salary:</b>                  | £24,413 Full time equivalent, £10,886 Actual salary<br>£12.65/hr                             |
| <b>Hours of work:</b>           | 16.5hrs/week, Mon 3.15pm – 6.45pm, Tues 3.15pm – 6.30pm<br>Weds, Thurs & Fri 2.45pm – 6.00pm |
| <b>Contract:</b>                | Permanent, All year round  |
| <b>Start date:</b>              | ASAP Following pre-employment checks   |

### ***Would you take pride in keeping our school environment clean, attractive and safe?***

We are looking to appoint an experienced Cleaning Assistant to join our friendly team. This is a demanding and physical role with a significant amount of time spent actively walking around the site.

Parkstone Primary School is proud to be a good school that puts children at the heart of all it does. We are a forward-thinking school and we promote a 'can do' attitude. We want the best for every child in our care and provide a safe, caring environment where children achieve highly in all aspects of school life.

### **JOB REQUIREMENTS:**

- Daily classroom and shared area cleaning
- Mopping hard floors and vacuuming carpeted areas
- Damp wiping all furniture, fixtures and fittings, emptying bins
- Maintaining toilet / washroom cleanliness
- Liaising with the Site Manager for larger seasonal projects
- To undertake relevant Health & Safety training
- To report any potential site issues to the Senior Site Facilities Officer/Senior Cleaning Assistant

### **THE SUCCESSFUL CANDIDATE WILL HAVE:**

- Have previous experience or a general knowledge of cleaning and cleaning methods
- Ability to manage time effectively to complete tasks to a high level
- Be organised and show initiative
- Be an excellent communicator and approachable to all staff and stakeholders
- Be able to work both independently and as part of a small cleaning team
- Have a flexible approach to meet the needs of the school and the community
- Take pride in a job well done

**If you believe you are the right person for the job then we would love to hear from you.**





# Cleaning Assistant

## **AS A MEMBER OF HUMBER EDUCATION TRUST, WE OFFER:**

- Commitment to securing the very best provision and outcomes for all children.
- A Trust with expertise in every area of the curriculum, both in primary and special settings, through our Teaching & Learning Ambassadors and peer networks.
- Outstanding individually tailored continual professional development for staff at all levels.
- Staff who feel valued and supported in their roles.
- A caring and safe environment where we recognise the diverse needs of our community, ensuring our young people from all backgrounds thrive.
- Ethical working with mutual respect and collaboration.

**Visits to our school are welcome and encouraged. Please contact the school office to arrange an appointment.**

## **HOW TO APPLY:**

Please visit our [Eteach careers page](#) to apply for this vacancy. All candidates are advised to refer to the job description and person specification before making an application.

Early application is encouraged. We will review applications throughout the advertising period and therefore reserve the right to close the advert early should sufficient applications be received.

**Closing date for completed applications:** 8am, Monday 5 January 2026

**Interview date:** TBC

If you have any queries regarding the role or application process, please contact Lynne Warrener, School Business Manager, at Parkstone Primary School via Tel: 01482 854554

As part of Humber Education Trust's recruitment processes, in accordance with statutory KCSiE guidance, an online search will be carried out on all shortlisted candidates. Those shortlisted for interview will also be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

## **CONDITIONAL OFFER:**

Any offer of employment to this post will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of qualifications, satisfactory references and eligibility to work in the UK checks.

## **SAFEGUARDING STATEMENT:**

Humber Education Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.



**HumberEducationTrust**  
Where everybody counts, every moment matters.



# Cleaning Assistant

**SCHOOL:** Parkstone Primary School      **GRADE:** 1  
**JOB TITLE:** Cleaner      **DATE PREPARED:** September 2017  
**EVALUATION DATE:** 5 September 2017      **JE NUMBER:** HET11

**DIGNITY AT WORK:** To show, at all times, a personal commitment to Looked after Children and treating all parents and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Academy's Equal Opportunities in Employment Policy.

**PURPOSE:**  
 Under the direction of the Senior Site Facility Officer to fully contribute to site cleanliness ensuring all facilities are clean and available for use, attaining high standards of cleaning and hygiene throughout the school environment.

| <b>PRINCIPAL ACCOUNTABILITIES:</b>  |  |
|---|--|
| <i>Please note decision making must be included within the Principal Accountabilities</i> |  |
| 1.  | To promote and safeguard the welfare of children and young people.   |
| 2.  | Assist with the cleanliness of all areas, such as classrooms, toilets, main hall and any other areas as directed.  |
| 3.  | Clean body fluid spillages using correct materials and Personal Protective Equipment (PPE).  |
| 4.  | Clean all external areas ensuring all litter bins are regularly emptied and cleaned.   |
| 5.  | Ensure all refuse is properly placed in the waste contractor's bins at all times.  |
| 6.  | Ensure that equipment is in a clean, safe & tidy condition.  |
| 7.  | Carry out periodic deep cleaning such as the dining room / hall flooring, furniture, windows and frames.   |
| 8.  | Undertake general portorage duties required for cleaning including the movement of furniture, equipment and storage of cleaning materials.   |
| 9.  | Maintain and arrange orderly and secure storage of supplies and ensure cleanliness of equipment, check for quality/safety - reporting any faults.  |
| 10.   | The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the academy, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Health and Safety policy adopted by the school. |

**GENERAL:**  
 The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the school are met.



# Cleaning Assistant

## **DIMENSIONS:**

**All sections should be completed**

**1. Responsibility for Staff:**

None

**2. Responsibility for Customers/Clients:**

Liaises with all teaching and support staff.

**3. Responsibility for Budgets:**

None

**4. Responsibility for Physical Resources:**

Responsible for cleaning equipment and ensuring it is securely stored.

Responsible for safe storage of cleaning materials.

## **WORKING RELATIONSHIPS:**

**All sections should be completed – if there aren't any state 'none'**

**1. Within Service Area/Section:**

Part of the cleaning site team working under the direction of the SSFO

Liaises with senior staff, School Business Manager and Senior Site Facility Officer.

**2. With Any Other Areas**

None

**3. With External Bodies**

None

## **ORGANISATION CHART:**





# Cleaning Assistant

|   | Not applicable | Low | Moderate | High | Very High | Intense | Supporting Information (If applicable) |
|---|----------------|-----|----------|------|-----------|---------|--|
| <b>PHYSICAL DEMANDS:</b><br>Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day-to-day office environment).                            |                | ✓   |          |      |           |         |  |
| <b>WORKING CONDITIONS:</b><br>Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day-to-day office environment). |                | ✓   |          |      |           |         |  |
| <b>EMOTIONAL DEMANDS:</b><br>Exposure to objectionable situations over and above that normally incurred in a day-to-day office environment.   | ✓              |     |          |      |           |         |  |



# Cleaning Assistant

| <b>PERSON SPECIFICATION</b>   |   |                  |                  |                       |
|---|---|------------------|------------------|-----------------------|
| <b>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</b><br><i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i> |   |                  |                  |                       |
|   |   | <b>Essential</b> | <b>Desirable</b> | <b>How identified</b> |
| <b>1.</b>   | <b>Qualifications:</b>  |                  |                  |                       |
|   | None.   |                  |                  | N/A                   |
| <b>2.</b>   | <b>Relevant Experience:</b>   |                  |                  |                       |
|   | Working in another school or large establishment.   |                  | ✓                | I, AF, R              |
| <b>3.</b>   | <b>Skills (including thinking challenge/mental demands):</b>  |                  |                  |                       |
|   | Motivation to work with children and young people.  |                  | ✓                | I, AF, R              |
|   | Ability to form and maintain appropriate relationships and personal boundaries with children and young people.  |                  | ✓                | I, AF, R              |
| <b>4.</b>   | <b>Knowledge:</b>   |                  |                  |                       |
|   | A knowledge and commitment to safeguarding and promoting the welfare of children and young people.  | ✓                |                  | I, AF                 |
|   | Full working knowledge of relevant policies e.g. Health and Safety.   | ✓                |                  | I, AF                 |
| <b>5.</b>   | <b>Interpersonal/Communication Skills:</b>  |                  |                  |                       |
|   | <b>Verbal Skills</b>  |                  |                  |                       |
|   | Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people.   | ✓                |                  | I, AF, R              |
|   | The ability to communicate effectively with staff and cleaning team.  | ✓                |                  | I, AF                 |
|   | Contributes to the ethos of the school.   | ✓                |                  | I, AF                 |
|   | <b>Written Skills</b>   |                  |                  |                       |
|   | Keep accurate and correct records as necessary.   | ✓                |                  | I, AF                 |
| <b>The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.</b>  |   |                  |                  |                       |
| <b>6.</b>   | <b>Disclosure of Criminal Record:</b>   |                  |                  |                       |
|   | The successful candidate's appointment will be subject to the school obtaining a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (if ticked as an essential requirement) | ✓                |                  | DBS Disclosure        |

I have read and accept the role of Cleaning Assistant.

Name:

Signed:

Date:

## We are Humber Education Trust.

Our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. This is inclusion in its truest sense. We recognise that as every child needs different things to achieve the same end point, their full potential, so too do the schools that nurture and develop those children.

One size does not fit all.

Our commitment stretches across the breadth of our community with children firmly at the heart of all that we do. We are outward looking, embracing links with other education providers and agencies as we all seek the best outcomes for children.

We believe in innovative staff development opportunities at all levels, so that our teams enable our pupils and families to shine. We are passionate educators, both of ourselves and of others, prioritising resources to have the greatest impact, every minute of every day, on the children we serve.

We welcome challenge as this promotes positive change. Our determination to achieve the best outcomes for every individual means that we are relentless in our pursuit of excellence.

Only our best is good enough.

**This is us. Humber Education Trust.**





# Join our Team

## We value our employees



The following **benefits** are available to employees within our academies:

### Financial

- Competitive Salary
- Teacher's Pension & Local Government Pension Scheme
- Occupational Sick Pay

### Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working

### Employee Benefits - Permanent Contracted Employees & Fixed Term

- Staff Wellbeing EAP - 24/7 Confidential counselling service
- Integrated GP service
- Physiotherapy
- SAS Gym and 12 week weight management programme
- Preparing parents programme
- Financial wellbeing support
- Discounts on high street brands and stores via online discount platform
- 20% Discounted Gym Membership - Hull City Council Leisure & East Riding Leisure



### Professional Development

- Continuous Professional Development for All Staff
- Access to Middle and Senior Leadership Courses
- Supportive staff, committed to improvement, who will work with you to achieve your goals

*The opportunity to make a real difference to the lives of our students*



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