

HARDWICK HOUSE SCHOOL

CLEANER APPLICATION PACK



CLEANER

VACANCY DETAILS

Contract Type: Permanent, Part-time (10 hours per week), Monday to Friday - 3.30pm-5.30pm; 38 weeks per year; holidays not to be taken in term time

Salary: £5,643.38 per year plus pension contribution.

Start Date: As soon as available.

Closing Date: 31st August 2026

Thank you for taking the time to consider the role of Cleaner at Hardwick House School. Within this application pack you will find information about the school and the role, a job description and a person specification. Should you have any questions, would like to discuss the position or have a tour of the school, please get in touch by phoning us on 01509 218 203 or email us at info@hardwickhouseschool.co.uk



THE SCHOOL

Hardwick House School is a small independent specialist school for learners with autism and related communication difficulties. Our children and young people attend in small groups from Key Stage 2 to Key Stage 4. Our learners have all come from mainstream settings, but their ASD has been a significant barrier and has often led to a very uneven academic and social profile. We are part of Newcome Education, a unique schools group who provide us with wider expertise and governance and our parent company is Cavendish Education.

Hardwick House School is a friendly learning community where every member is valued. We are committed to the development of our children, young people and staff.



THE ROLE

We are looking to appoint a cleaner who will assist in the safe running of Hardwick House School. You will be joining a small team, being responsible for maintaining a high quality environment for both our pupils and staff, ensuring the safety and cleanliness of the school facilities. The role includes:

- Carrying out cleaning tasks set out in the school's cleaning schedule
- Using all cleaning materials and equipment in a safe and proper manner

- Reporting the breakdown of any cleaning equipment or any perceived hazards in the workplace to the Premises Officer or Headteacher.
- Following health and safety and security requirements.
- Cooperating with reasonable changes to daily work routines to assist the smooth operation of the school.
- Undertake other extraneous duties as required.



COMMITMENT TO SAFEGUARDING

Hardwick House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment are subject to an enhanced DBS check, medical check, and references.

JOB DESCRIPTION

CLEANER

Job Purpose

The Cleaner will be responsible for the cleanliness of the school buildings which ensures that our pupils and staff have a comfortable, clean, safe and well-maintained environment in which to learn and work.

Main Duties

As the Cleaner, you will be required to carry out cleaning tasks set out in the school's cleaning schedule, whilst using your initiative to undertake ad hoc tasks, including:

- Vacuuming carpets, sweeping, polishing, dusting and washing internal glass.
- Cleaning toilets including all fixtures and fittings, and replenishing consumables such as toilet rolls and handwash.
- Emptying bins, ensuring that rubbish is sorted correctly, e.g. recycling, non-recycling and food waste.
- Use of mechanical cleaning equipment, e.g. vacuum cleaner
- Use of non-mechanical cleaning equipment, e.g. brushes, mops, sweepers, mops, etc.
- Cleaning all equipment after use
- Use of step ladders when required
- Use of cleaning materials
- Use protective equipment provided
- Report to the Premises Officer any unsafe furniture, structural defects or faulty cleaning equipment

Administration

As the Cleaner, you will be required to:

- Complete appropriate records (e.g. checklists or cleaning records).
- Liaise with the Premises Officer regarding stock levels of cleaning materials, so that orders can be completed in good time.

Health and Safety

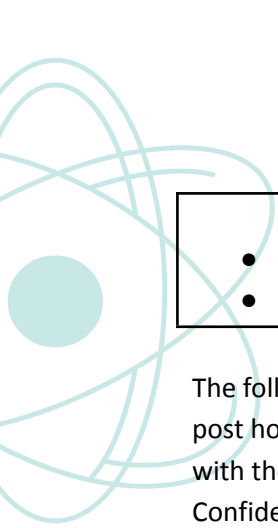
As the Cleaner, you will be required to:

- To comply with Health & Safety legislation (including COSHH) and associated Codes of Practice, the School's Health & Safety Policy and acknowledged good practice
- To carry out duties placed on employees by Health & Safety legislation
- Ensure any Health & Safety issues are reported to the Premises Officer.

Whole School Responsibility

In addition to the specific responsibilities of this post, every member of staff at Hardwick House School will commit to:

- providing a courteous and efficient service to pupils and staff at all times.
- maintaining the security of data at all times and in line with the GDPR regulations.
- undertake professional development and participate in training or other learning activities as



required by the school.

- participate in the School's performance management arrangements.
- the safeguarding of children and young people at all times.

The following job description is not exhaustive. It may be altered at any time in consultation with the post holder subject to the approval of the Headteacher. It is expected that all staff will work closely with the Senior Leadership Team, to develop the role to reflect the needs and demands of the post. Confidentiality is required at all times.



PERSON SPECIFICATION

CLEANER

Education and Qualifications	Criteria	Assessment
Basic literacy skills to complete daily forms.	E	A/I
Current first aid certificate, or willingness to train as a first aider.	D	A/I
Evidence of continued professional development	D	A/I

Experience, Knowledge and Understanding	Criteria	Assessment
Previous experience in a similar post	D	A/I
Know how to use range of cleaning equipment relevant to post	E	A/I
Understanding of Health and Safety and security issues.	D	A/I

Skills and Attributes	Criteria	Assessment
Ability to follow instructions and follow a written cleaning schedule	E	A/I
Ability to use range of tools and equipment relevant to post	E	A/I
High standards of attention to detail and accuracy	E	A/I
Flexible and able to meet deadlines while working under pressure	E	A/I
Ability to use own initiative to solve problems	E	A/I
Ability to work independently at times, managing priorities and your own time efficiently	E	A/I
Ability to understand and apply school policies related to the post, including those that relate to pupils' safety	E	A/I

Personal Qualities	Criteria	Assessment
Commitment	E	A/I
Self-motivation	E	A/I
Integrity	E	A/I
Flexibility	E	A/I
A commitment to the safeguarding of children	E	A/I

A commitment to professional development and potential for further promotion

E

A/I

Criteria Key

- E Essential
- D Desirable

Assessment Key

- A Application Form
- I Interview

