



Hartsdown Academy



> Cleaning Operative

# ➤ Cleaning Operative

## Appointment Details

Job Title:

Cleaning Operative

Reporting to:

Cleaning Supervisor

Employment Status:

Term Time / Permanent

Job Location:

Hartsdown Academy, Margate

Closing Date:

6th February 12pm

Interviews:

TBC

Start Date:

As soon as possible

## The School

### Our Just Cause

At Hartsdown we are on a mission to provide an 'Education for an amazing life'. Every day, we embody our STRIVE values - Scholarship, Teamwork, Resilience, Integrity, Vision, and Excellence - we use these values to guide us. We ensure that, no matter what, we help our students to pursue their ambitions.

We are a school that places the individual needs of our students at the heart of every decision. This commitment shapes our culture, curriculum, pedagogy and decision making every day; ensuring that every member of our community has the opportunity to thrive and make a meaningful impact: locally, nationally, and globally.

Being part of the Hartsdown family means joining a mission to create a better and more peaceful world; one where education is about academic success, alongside developing compassionate, kind, purposeful individuals who are ready to make a difference in the world.

## Our Pillars

### Academic Ambition

We challenge every student to achieve excellence through a rich curriculum, expert teaching, and a focus on curiosity, resilience, and continual progress. We give our students the keys to their next steps.

### Opportunity

We provide all of our students with enriching experiences beyond the classroom that develop confidence, character, leadership, and real-world readiness.

### Culture

Our culture is built on strong relationships, kindness, and care. Our students matter and our actions reflect this. Our high expectations and strong routines help every student succeed.

Outcomes / Progress  
Teaching & Learning  
Curriculum  
6th Form  
GCSE / Vocational  
MYP  
Destinations

Student Leadership  
The Arts / Drama  
Sport  
House activities  
Careers  
Trips  
Enrichment

Hartsdown Culture - Relationships  
STRIVE Values  
Safeguarding  
SEN  
Routines  
High Expectations  
Celebration  
Attendance





# ➤ Cleaning Operative

## The Role

To provide a comprehensive cleaning service to the school, ensuring that all areas (classrooms, corridors, toilets, and offices) are maintained to a high standard of cleanliness and hygiene. To contribute to a safe, welcoming, and pleasant learning environment for students and staff.

## The Package

The successful candidate will work 25 hours per week Monday to Friday 1pm to 6pm during term time only.

Salary: Grade 3 £24,800 FTE pro rata to £14,543

Pension: Local Government Pension Scheme

## Benefits

- An exciting environment where you can really make a difference
- Being part of a small local trust that is totally committed to its staff and children

## Key Responsibilities and Duties

### 1. General Cleaning Operations

- Floors: Sweep, vacuum, mop, and polish/buff floors in classrooms, corridors, halls, and stairs.
- Surfaces: Dust, damp wipe, and clean furniture, ledges, window sills, and skirting boards.
- Sanitation: Sanitising touch points. Deep clean and sanitize toilets, urinals, sinks, and changing rooms, ensuring consumables (soap, toilet roll, paper towels) are replenished.
- Fixtures: Clean internal glass, mirrors, handrails, and whiteboard/chalkboard trays.
- Waste: Empty bins, replace liners, and dispose of waste in designated external collection points.

### 2. Health & Safety

- Chemical Safety: strictly adhere to COSHH (Control of Substances Hazardous to Health) regulations regarding the storage and use of cleaning chemicals.
- Equipment: Operate cleaning machinery (e.g., floor buffers, vacuums) safely and report any defects to the Site Manager immediately.
- Signage: Use "Wet Floor" signs and other safety markers to protect students and staff during cleaning hours.

### 3. Site Security & Maintenance

- Check that windows and doors in assigned areas are closed and locked after cleaning.
- Report any maintenance issues (e.g., broken lights, leaks, graffiti, or damaged furniture) to the Site Manager.

### 4. Periodic Deep Cleaning

- Undertake deep cleaning duties as required (e.g., carpet shampooing, high-level dusting, stripping and sealing floors).



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## Person Specification

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

| Attribute             | Essential   | Desirable  |
|-----------------------|---|--|
| Experience            | <ul style="list-style-type: none"><li>• Willingness to learn cleaning procedures.</li><li>• Experience working in a physical role.</li></ul>  | <ul style="list-style-type: none"><li>• Previous experience as a cleaner in a school, office, or commercial setting.</li><li>• Experience using industrial cleaning machinery (buffers/scrubbers).</li></ul> |
| Knowledge & Skills    | <ul style="list-style-type: none"><li>• Ability to follow verbal and written instructions.</li><li>• Good attention to detail.</li><li>• Ability to manage time effectively to complete tasks within a shift.</li></ul>                   | <ul style="list-style-type: none"><li>• Knowledge of COSHH regulations.</li><li>• Basic understanding of Health &amp; Safety at work.</li></ul>  |
| Personal Qualities    | <ul style="list-style-type: none"><li>• Reliable and punctual.</li><li>• Trustworthy and honest.</li><li>• Ability to work independently with minimal supervision.</li><li>• A positive attitude and pride in doing a good job.</li></ul> | <ul style="list-style-type: none"><li>• Flexibility to work extra hours during deep cleans or staff shortages.</li></ul>   |
| Physical Requirements | <ul style="list-style-type: none"><li>• Physically fit and able to undertake lifting, bending, stretching, and operating heavy machinery.</li></ul>   |  |
| Safeguarding          | <ul style="list-style-type: none"><li>• Commitment to the safety and welfare of children.</li><li>• Willingness to undergo an Enhanced DBS check.</li></ul>   |  |





Hartsdown Academy, alongside Dane Court Grammar School, King Ethelbert School, The Royal Harbour Academy, Newington Community Primary School and Cliftonville Primary & Pre-School, is a proud member of the Coastal Academies Trust, a family of schools committed to raising aspirations, transforming outcomes and lives across Thanet.

Being part of CAT gives our students and staff access to exceptional collaboration, shared expertise, and a strong culture of mutual support. Through trust-wide professional development, joint curriculum innovation, and a collective drive for excellence, we benefit from the strength of working together to ensure every young person thrives.



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