Hartlepool Aspire Trust

Calcote Academy

Applicant information

Cleaner



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Welcome

From the Head Teacher



Dear Applicant,

Thank you for your interest in the vacancy at Catcote Academy. We are delighted that you are considering joining our dedicated and passionate team.

Catcote Academy is proud to be part of Hartlepool Aspire Multi-Academy Trust, which currently comprises Catcote Academy (supporting secondary and Post-16 students) and Catcote Futures (a specialist FE college). As a Trust, we operate across eight sites, each offering unique learning and development opportunities for our students, including our employability and community-based training provisions.

At Catcote Academy, we are committed to delivering a high-quality, inclusive and enriching education that empowers our students to achieve their full potential. Our staff and trustees have high aspirations for all learners, and we work tirelessly to provide a supportive, engaging and inspiring environment where personal and academic achievements are celebrated.

If you share our passion for education and making a difference in the lives of young people, we encourage you to explore this opportunity further. We look forward to receiving your application and the possibility of welcoming you to our team.

If you require any further information or would like to visit the school please contact us via **jobs@catcote.co.uk**

Kind Regards,

Lisa Greig
Head Teacher

Vision & Mission

Hartlepool Aspire Trust Vision

To be an innovative centre of excellence, providing outstanding, personalised education for all students

Mission Statement

We are committed to providing an environment where students are offered every opportunity to maximise their potential, grow in confidence and above all be happy and safe

To achieve this, we will:

- Provide a wide range of personalised learning experiences which are exciting, challenging and accessible to all
- Prepare students for a meaningful future by promoting independence, resilience and lifelong learning
- Promote tolerance and respect for individual differences, abilities, needs and beliefs
- Create a safe, caring environment in which everyone is healthy, happy and ready to learn
- Foster positive working relationships with parents, multi agency professionals and the local community
- Maintain a culture of vigilance and a commitment to keeping all students, staff and visitors safe

Focus on what we can do



Our Values



We embrace the following core values within Hartlepool Aspire Trust:

- **Aspirational:** We have high aspirations for all
- **Safe and Happy:** We have a culture of vigilance and practice being safe at all times
- **Proud:** Focus on what we can do and are proud of achievements and each other
- **Inclusive**: Everyone matters and we celebrate everyone's uniqueness
- **Resilient:** We have strong positive relationships and embed emotional education into daily life
- **Enriching Lives:** We strive to make a difference and enable everyone to live their best adult life



Context

The academy caters for students with learning difficulties and associated needs between the ages of 11 and 19, at the main academy and sixth form sites in Hartlepool. All students have moderate, severe or profound learning difficulties.

The Trust currently operates over eight sites which includes Catcote Academy on Catcote Road, a sixth form centre on Brierton Lane, a sixth form and employability centre at Throston, an employability hub in Middleton Grange shopping centre, Catcote Futures on Warren Road, Catcote Metro (retail outlet) in Hartlepool Middleton Grange shopping centre, The Vestry (community coffee shop) in Christ Church Art Gallery and a Caravan situated in Crimdon Dene Holiday Park.
We are an inclusive community that respects others, champions individuality, and celebrates all achievements.

We aim to provide an engaging and ambitious curriculum, delivered within a safe and supportive environment. We are committed to and passionate about the learning and progress of our students. Catcote prides itself in raising aspirations and maximising potential which will enable all students to thrive and go on to live their best adult life.

Context

Employee Benefits

In return you will receive:

- A supportive working environment that puts people at the heart of the organisation
- A strong wellbeing offer that fosters a supportive and positive work environment
- Continuous professional development
- National Terms and Conditions of Employment
- Teachers' Pension Scheme/ Local Government Pension Scheme

Employee Assistance Programme including:

- 24/7 GP service
- Nurse support service
- Stress Management
- Maternity and Paternity support
- Physiotherapy
- Bereavement support
- Menopause counselling
- Men's mental wellness support
- Face to face counselling services
- Financial wellbeing coaching
- Access to useful wellbeing resources

Advert

Cleaner
Job Type: Permanent, Term Time Only
Band 3 – SCP 3 (£8,743 per annum)
15 Hours per week
Reference: 2026016

Catcote Academy provides learning for a wide range of students with Learning Difficulties or Disabilities.

We are looking to appoint an experienced and enthusiastic cleaner to join our highly committed special Academy team. You must be strongly motivated and possess the character needed to work in a demanding and often challenging environment.

Closing date: **Tuesday 24th November 2026**
Interviews: **Wednesday 2nd December 2026**
Start Date: **4th January 2027**

Completed application forms to be sent to: Recruitment, Catcote Academy, Catcote Road, Hartlepool, TS25 4EZ or email: jobs@catcote.co.uk

You will need to meet the requirements of the person specification in order to be offered an interview. Only applications submitted on the Trust's application form will be accepted. Application forms can also be found at www.catcoteacademy.co.uk

Shortlisted candidates will be welcomed to contact the Academy to arrange a convenient appointment for a guided visit of the facility.

We welcome applications regardless of age, gender, disability, ethnicity or religion.

Please see our website for our Privacy Notice (Job Applicants) regarding how we will use your personal information.

Please note that online searches will be carried out on shortlisted candidates to help identify issues that may need to be explored at interview.

The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

REHABILITATION OF OFFENDERS ACT 1974 - The position for which you are applying is exempt from this Act and requires an enhanced check to be made through the Disclosure and Barring Service (DBS), known as the disclosure process. You are therefore required to disclose any unspent convictions/cautions/bind-overs that you have received and any prosecutions that are pending against you. Enhanced Disclosure and check of the Children's and Adult's Barred list via the Disclosure and Barring Service is required for any successful candidate.

Job Description

CLEANER

Under the guidance and direction of the Premises Manager and/or senior colleagues;

Ensure a high level of cleanliness is maintained in all areas of the premises including classrooms and meeting rooms, offices, coffee shop, school hall, toilets and shower rooms, hydrotherapy, corridors and external areas etc.

GENERAL RESPONSIBILITIES

1. Clean and sanitise toilets, cloakrooms and showers areas, ensuring all consumables are replenished
2. Empty rubbish bins, collect waste and dispose of it safely and appropriately
3. Dust, mop, buffer and sanitise hard floor surfaces
4. Vacuum rugs and carpets and remove stains where required
5. Clean and dust office and classroom furniture
6. Clean and dust all fixtures, fittings and surfaces
7. Remove marks and maintain cleanliness of walls, doors and other surfaces
8. Clean internal windows, glass panels and mirrors
9. Clean and store equipment appropriately after use
10. Assist in cleaning kitchen areas and equipment as required
11. Maintain safe, tidy and secure storage of cleaning materials; monitor and replenish supplies as needed
12. Undertake basic record keeping and monitoring tasks as directed
13. Carry out additional cleaning duties, including external areas of the site, as required

OTHER RESPONSIBILITIES:

14. Participate in regular staff meetings and training as and when required
15. Willingness to work overtime if required
16. Safeguard and promote the welfare of children/vulnerable adults whom come into contact with, to include adhering to all specified procedures
17. Carry out duties with full regard to the Trust's Child Protection, Adult Safeguarding, Equalities and other relevant polices in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner
18. Comply with health and safety policies and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others
19. Any other duties of a similar nature related to the post, which may be required from time to time
20. Comply with all Trust policies, including the no smoking policy

Person Specification

Cleaner – Essential Criteria			
	Criteria No.	Essential	Stage Identified
Qualifications		N/A	
Experience & Knowledge	E1	Proven experience of working as a cleaner, carrying out a range of cleaning duties	AF, I, R
	E2	Ability to work individually with limited supervision	AF, I, R
Skills	E3	Well organised with a methodical approach to tasks	AF, I, R
	E4	Commitment to delivering a high-quality cleaning service with strong attention to detail	
	E5	Physically able to lift and carry cleaning equipment, and move objects as required	AF, I, R
	E6	Ability to stand and walk for extended periods (e.g. 3-hour shifts)	AF ,I, R
	E7	Demonstrate and promote positive values, attitudes and behaviour	AF, I, R
	E8	Ability to communicate clearly and follow instructions effectively	AF, I, R
Special Requirements	E9	Ability to form and maintain appropriate effective working relationships and personal boundaries with children/young people	AF, I, R
	E10	A demonstrable commitment to supporting and promoting safeguarding and student welfare	AF, I
	E11	A commitment to working as part of the whole school team and supporting the vision and aims of the school	AF, I
	E12	Respect for social, cultural, linguistic, religious and ethnic backgrounds – supporting equality and diversity	AF, I
	E13	Enhanced Disclosure and check of the Children's Barred List	D

Criteria No	Desirable	Stage Identified
D1	Experience of Health & Safety Regulations relating to cleaning materials and equipment	AF, I, R
D2	Experience and ability to use a buffer machine	AF, I

AF	Application Form
C	Certificates
I	Interview
R	References
D	DBS disclosure

Additional information

References:

References will be requested prior to interview, unless there are exceptional circumstances, and the applicant does not give consent to do so. If this is the case, please contact us to discuss further if you do not consent.

DBS:

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis. Applicants will be required to complete a self-declaration form prior to interview.

Any offer of employment will be subject to receipt of a satisfactory Enhanced DBS Disclosure. For those who have lived or worked outside of the UK, the offer will also be conditional on satisfactory overseas checks.

Safeguarding:

Hartlepool Aspire Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. Everyone who comes into contact with children and vulnerable adults has a role to play in safeguarding them.
Safer recruitment checks will be carried out including online searches, in order to identify any issues that may need to be explored further at interview.

Referees will be asked for information regarding disciplinary offences and child protection allegations.

Pre-employment occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required. In some circumstances, an appointment with Occupational Health may be required to assess fitness for the role.

Equality:

We understand that some disabled applicants may, due to the nature of their disability, find some parts of the recruitment process challenging. We aim to ensure all applicants are provided with the same opportunities during this process and make reasonable adjustments where necessary. Should you require a particular adjustment, please ensure this is raised when confirming your availability to attend an interview.

Hartlepool Aspire Trust is an equal opportunity employer. We want to develop a diverse workforce and we positively welcome applicants from all sections of the community.

How to apply



Visits to the school prior to applying are welcomed. Please contact our HR team via jobs@catcote.co.uk

Application forms and further details are available at: www.catcoteacademy.co.uk/vacancies/

Personal information provided on application forms will be retained and used in accordance with the General Data Protection Regulations (GDPR) 2018 and other legislative provisions. Please review our Privacy Policy at www.catcoteacademy.co.uk/privacy-notice-job-applicants/

Please email complete application forms to: jobs@catcote.co.uk or post to: Catcote Academy, Catcote Road, Hartlepool, TS25 4EZ by the closing date specified.

Closing date for applications: Tuesday 24th November 2026

Interviews will be held: Wednesday 2nd December 2026

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