THE DIOCESE OF GLOUCESTER ACADEMIES TRUST

unlocking potential







Cleaner

Recruitment Pack

Hatherley Infant School & Nursery



Dear Applicant,

Thank you for your interest in the post of Cleaner.

Hatherly Infant School & Nursery is part of a wider family of schools. Originally established in 2012 as one of the first Diocesan Multi-Academy Trusts, The Diocese of Gloucester Academies Trust is now recognised as a successful and growing Trust. There are currently 25 primary schools within the Trust family, including 23 church schools and two community schools.

I hope the information enclosed in this pack, along with the job description and person specification will provide you with a helpful context for this role. You may also find our school website - www.hatherley-inf.gloucs.sch.uk - and the Trust website - www.dgat.org.uk - useful sources of information.

If you would like an informal chat to inform your decision about applying for the role I would be pleased to hear from you. I'm sure you will find that we have much to offer. Details of how to contact me can be found on page three of this pack.

The closing date for completed applications is **30th October 2026 at midday.**
The interview date is TBC.

To submit your application please email the completed form to recruitment@dgat.org.uk before the closing date.

Yours faithfully

Freya Briggs
Headteacher

Diocese of Gloucester Academies Trust. Registered Office: Hardwicke Parochial Primary Academy, Poplar Way, Hardwicke. GL2 4QG. Registered in England. Company Number: 08149299

The Diocese of Gloucester Academies Trust seek to appoint a

Cleaner

We are looking to recruit a Cleaner to join our friendly team to work alongside our committed staff on a permanent contract subject to a 6-month probationary period.

We are a two-form entry Infant School in the Barton and Tredworth area of Gloucester supporting an exciting and diverse community.

We are looking for someone who:

- Is enthusiastic, motivated and committed
- Who works well as part of a team
- Has high expectations of themselves and others
- Has a calm demeanour
- Will maintain confidentiality at all times as appropriate

What we can offer:

- A warm, welcoming and highly inclusive school
- A committed and enthusiastic staff who work well as a team
- Friendly and responsive children
- Structured professional development
- A vibrant and diverse environment
- A school that was graded Good by Ofsted in January 2024

This role is offered on a salary of Grade 2 Point 4.

This is a part-time post for 10 hours per week. You will work two hours per day, Monday-Friday, and the working hours are from 4pm-6pm.

This role is for term-time only including INSET days (39 weeks), plus two additional weeks during the summer holidays.

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Further details and an application form can be downloaded from the vacancy area of our website.

If you would like an informal conversation about the role, please contact the school on 01452 522027 or email admin@his.dgat.org.uk

Closing date for applications is **30th October 2026** at **midday.**

Other information that might help you decide if this is the role for you

Usual working days and times:	
Work environment	e.g., classroom, shared office, own office, elements of lone working if applicable.
Dress code:	
Employee benefits:	Free and confidential employee assistance programme available 24/7 High quality professional development – please see the DGAT Continuous Professional Development and Learning Brochure for more information here: https://www.dgat.org.uk/cpdl-and-events A range of clear and supportive policies.

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Please note:

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate. The Trust also requires consent from applicants to carry out online searches of publicly available information, including social media, prior to interview.

All posts are subject to satisfactory references.

Background Information

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty-two primary, one junior and two infant schools within the Trust. Twenty-three of the schools have Church of England designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

Our vision is to enable all to flourish.

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

Our aims are to be:

- Authentically Christian
- Boldly passionate about excellence in learning
- Relentlessly driven in our aspiration for everyone

Our core principles:

- We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
- Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
- We act with integrity; we are open to challenge and we are reflective about our practice
- We treat everyone with dignity and respect
- Through collaboration, in a nurturing community, we grow, learn and achieve

School is Trust and Trust is School

In order to support our family of schools, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal

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- Finance and Business
- Premises and Insurance
- Compliance and GDPR
- Governance

Job Description

Job Title:	Cleaner
Responsible to:	Headteacher
Line Management:	School Business Manager
Contract Type:	Part-time, Permanent

Overall purpose of this post

To provide an efficient and timely cleaning service across the school.

Main Responsibilities and Tasks:

- Provide a comprehensive cleaning service to include dusting, vacuuming, washing floors, emptying bins, cleaning toilets, etc to ensure high standards of cleanliness and hygiene at all times in any area allocated and within the allocated time
- Replenishing consumables, e.g. paper towels, soap and toilet rolls
- Check that windows are closed and lights turned off before leaving the area
- Any cleaning equipment issued must be used and cared for in an appropriate and safe manner, with any defects being reported immediately to your line manager to ensure health and safety procedures are followed and enable repairs to be carried out

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- To be responsible for your own work with minimal supervision and to work as a valued member of the cleaning team
- Maintaining safe working practices in all areas for all staff and pupils with regard for health and safety rules and regulations
- Provide cover for other members of staff who are absent as required (this could mean allocation to other areas as and when required)
- Attend training courses as required
- Helping to promote the school by keeping the inside and outside for the building free of rubbish and generally clean and tidy
- Duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties appropriate with your grade

Contractual Commitment:

- The working week will be 10 hours spread equally over the school week;
- To be available over the school half terms;
- To undertake any training relevant to this position;
- The post is subject to a DBS check to satisfy child protection requirements;

General Duties & Expectations

- To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection and report any concerns to the appropriate person
- To adhere to school health and safety policy
- To embrace our diverse school community and follow policy on equality
- To contribute to the overall ethos and aims of the school

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- To support and appreciate the roles of other professionals
- To participate in appropriate training opportunities and professional development as required

The school is committed to safeguarding and protecting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Other

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within their skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

Diversity, equity, and inclusion are at the core of who we are. Our commitment to these values is central to our vision and to our impact. We know that having varied perspectives that are representative of the communities we serve helps generate better ideas to solve the complex problems of a changing and increasingly diverse world.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

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Person Specification

	Essential	Desirable
Personal Values		
Committed to actively promoting the ethos and values of the school	**x**	
Committed to the school's vision	**x**	
Qualifications		
Committed to completing relevant training	**x**	
Basic COSHH awareness and Health & Safety training		**x**
Experience & Knowledge		
Cleaning experience	**x**	
High standards of work	**x**	
Flexible attitude towards the job requirements	**x**	
Self-motivated and able to demonstrate good level of initiative	**x**	
High standards of personal hygiene and hygiene standards within school environment	**x**	
Understanding of the importance of confidentiality	**x**	
Safe working practices	**x**	
Basic knowledge of First Aid		**x**
Knowledge of Safeguarding		**x**
Experience of working in and education environment		**x**
Strategies to promote positive behaviour		**x**
Personal qualities		

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A good team player with a positive outlook	**x**	
Ability to work under own initiative	**x**	
Ability to promote a positive ethos and work ethic	**x**	
Additional Requirements		
Commitment to equalities and safeguarding	**x**	
This post is subject to a satisfactory enhanced DBS disclosure	**x**	

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