



Cleaner / Caretaker



Weston Secondary School

Location:	Weston Secondary School
Contract:	20 hours per week, 52 weeks per year
Salary:	Between £13,403 to £13,613 per annum actual (£24,796 - £25,185 per annum full time equivalent)
Application deadline:	1 st June 2026 at Midday
Interview date:	4 th June 2026
Start Date:	As soon as possible

Weston Secondary School is a thriving secondary school which is committed to providing the very best opportunities for all our students. Our core values of **Aspire, Believe, and Achieve** are embedded throughout the school. We are a dedicated and forward-thinking school where each student's academic achievement and personal development are important. Our motto, **Celebrating Diversity, Nurturing Talent, Inspiring Achievement**, supported by our values, reflects our intent as a school for all our students.

Hamwic Education Trust (HET) is a large, fast-paced multi-academy trust with currently 37 schools across the South Coast: Portsmouth, Southampton, Poole and Dorset.

Role Summary:

Weston Secondary School are seeking to appoint a Cleaner / Caretaker.
This role involves:

- Keeping designated areas of the school in clean and hygienic condition. The designated areas may include classrooms, corridors, offices, toilets and wash areas and may vary between term time and school holiday periods.
- Providing an effective caretaking service and to promote the maintenance of a safe and secure school.

We are seeking a professional individual who:

- Works using their own initiative without supervision
- Is aware of the importance of providing a quality service and satisfying the caretaking/cleaning requirements of the school
- Is aware of the importance of hygiene in the workplace
- Has the ability to work as part of a team as well as independently

What we offer you:

- An opportunity to be part of a collaborative managed services team with a shared vision of excellence
- A real career path in a thriving and respected organisation
- Flexible working approach, where possible
- Excellent training and development programmes and opportunities
- Eligibility to join the Local Government Pension Scheme
- Generous holiday entitlement, increasing with length of service (support staff)

- Access to our benefits portal offering a full range of discounts available through Lifestyle Savings
- Access to Wellbeing Support through our Employee Assistance Programme, this includes free confidential telephone and face to face counselling for employees and family members
- Eligible for a Blue Light card

About Hamwic Education Trust:

HET is fully committed to developing an outstanding workforce. We are a friendly and supportive community of professionals working hard to ensure that our schools are enabling children to grow and develop for the future.

We have talented staff working in leadership, teaching and support roles throughout our schools and committed professionals working in the Managed Services team covering education, safeguarding, HR, IT, finance and estates. This experienced team supports our schools and is responsible for the successful delivery of our multi-academy trust.

As an employer, we support our staff to grow through continuing professional development and there is a range of apprenticeships and other opportunities available throughout the Trust to extend your knowledge, skills and career prospects.

HET celebrates the uniqueness of our pupils, our staff and our schools and we aim for everyone to achieve their full potential through the pathways of opportunities available.

HET recognises that by valuing and promoting equal opportunities in employment for all employees and job applicants and avoiding unlawful discrimination in employment and delivery of services, we will be able to deliver first class education and value the differences our workforce brings to HET.

Application Procedure:

If you would like to discuss the role further, please contact Katrina Jones, HR Officer by emailing hr@westonsecondary.co.uk to arrange an informal chat or have a tour of the school. Potential candidates will be asked to bring their current school ID and/or photographic ID as proof when they visit the school for a tour.

If you wish to apply for this position, please complete an application form which can be found at [Job vacancies | Careers | Hamwic Education Trust | Multi-academy Trust](#) and return to hr@westonsecondary.co.uk.

CV's will only be accepted along with a completed application form.

Please note, we may close the advert prior to the advertised closing date should we have sufficient applications. We strongly encourage prospective applicants to apply as soon as possible.

Hamwic Education Trust (HET) are committed to safeguarding and protecting the welfare of our pupils and we expect all staff and volunteers to share this commitment.

All posts are subject to a safer recruitment process which includes enhanced criminal record and barring checks, scrutiny of work and training history, robust referencing, and other vetting checks. Successful candidates will also be subject to online searches.

Our safeguarding system is underpinned by a range of policies and procedures which encourage and promote safe working practice across HET. All HET employees are required to undergo continuous professional development to maintain safe working practices and to safeguard our pupils.

Responsibilities of all school staff

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- support the attitudes, beliefs and values alongside the vision of WSS;
- contribute as a member of the WSS Team to aspects of school life which enhance our community;
- attend and contribute to staff meetings and INSET days as required;
- take responsibility for safeguarding and children's welfare and ensure the immediate reporting to the DSL or a Deputy DSL of any safeguarding matters which place a child at risk or potential risk;
- be aware of health and safety issues and act in accordance with the school's Health and Safety policy;
- maintain positive discipline and uphold school policies and practices at all times, ensuring a safe, stimulating and positive learning environment for all students;
- maintain appropriate standards of professional appearance and conduct and to ensure that all interactions with students, staff, parents, governors and visitors reflect a commitment to high professional standards of courtesy and behaviour and effectively contribute to the safeguarding of learners at all times;
- keep their Line Manager/ SLT apprised of any concerns whilst undertaking this role.

Professional development

As part of your performance development, ensure that you:

- fully engage in the Professional Development and CPD programme as required;
- contribute to the setting of your own performance development targets which ensure WSS improvement outcomes are met;
- regularly review your own practice and set personal targets in consultation with your line manager;
- take responsibility for, seek out and engage fully with CPD in order to support your development as a practitioner (all WSS staff have access to the full suite of training available from The National College);
- maintain accurate and up-to-date professional development records on your Bromcom file;
- disseminate best practice further to CPD opportunities made available to you.

NB.

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the school's published Policy and have regard to the Teachers' Conditions of Employment.
- This job description is not necessarily a comprehensive definition of the post.
- This job description will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- To carry out any other duties that are commensurate with the role as requested by the Headteacher

Headteacher/line manager's signature	
Date:	
Postholder's signature	
Date:	

Person Specification

Qualifications and training	Essential	Desirable
<ul style="list-style-type: none"> • Previous experience of cleaning a large building and using industrial powered cleaning equipment • Training will be given 		✓
Experience/employment record	Essential	Desirable
<ul style="list-style-type: none"> • Ability to communicate verbally with work colleagues • To understand work instructions and to maintain working relationships with colleagues. • To use appropriate equipment and machinery carefully and safely 	✓	
<ul style="list-style-type: none"> • Experience working in a school set in an area of deprivation 		✓
Personal qualities, skills and attributes	Essential	Desirable
<ul style="list-style-type: none"> • Accuracy, attention to detail and excellent organisational skills • Ability to concentrate on detailed work for short/medium periods of time. • Ability to deal with conflicting priorities and cope with pressure. • Excellent communication skills • A positive role model who creates a good first impression • Ability to plan, prioritise and organise self and others. • Commitment to raising standards. • Calm, adaptable, dependable, resilient, and reliable. • Collaborative and a good team player • Commitment to further own professional development • A commitment to promoting and safeguarding the welfare of young people. • Forward looking, enthusiastic and imaginative • Able to follow direction and accept challenge and feedback in a positive and productive way. • An understanding that getting better never stops • Ability to be flexible and cope with interruptions in workload 	✓	