



Cleaning Operative

Candidate Pack



**BELMONT
ACADEMY**



Start Date: ASAP
Location: Erith

Welcome letter from our Deputy CEO

Belmont Academy is looking for a committed and diligent cleaning operative. The successful candidate will possess a commitment to high quality service delivery and the ability to work as part of a team.

Belmont is a mainstream primary school in the London Borough of Bexley, with a virtual Resourced Provision for pupils with a visual impairment, physical disability and/or medical need. The school converted to an academy in April 2019 and joined London South East Academies Trust.

Belmont Academy is a popular, oversubscribed school that serves a diverse and growing community. As a two-form entry school with a part-time Nursery provision for 26 pupils, the school continues to be a 'Good' school following its Ofsted inspection in July 2023, providing an exceptional learning experience to all of its pupils'.

Belmont Academy can offer the successful candidate the opportunity to work within a supportive and welcoming environment, develop a wide range of new skills and experience along with training and expertise from London South East Academies Trust (LSEAT). Our Cleaning Operative will need:

- A positive and dynamic attitude and approach to service delivery.
- A proactive and self-led approach with the ability to manage own cleaning tasks.
- Excellent communication skills.
- 23 days annual leave (increasing to 28 days after 5 years' service).

At Belmont Academy we can offer the successful candidate an opportunity to:

- Make a real difference to the lives of our children.
- Develop within a successful primary school and multi-academy Trust, working as part of a team including a stable premises team.
- Work within a school and Trust that is committed to staff wellbeing and actively support and promotes a positive work/life balance.
- Access to high quality CPD and the opportunity to develop skills.

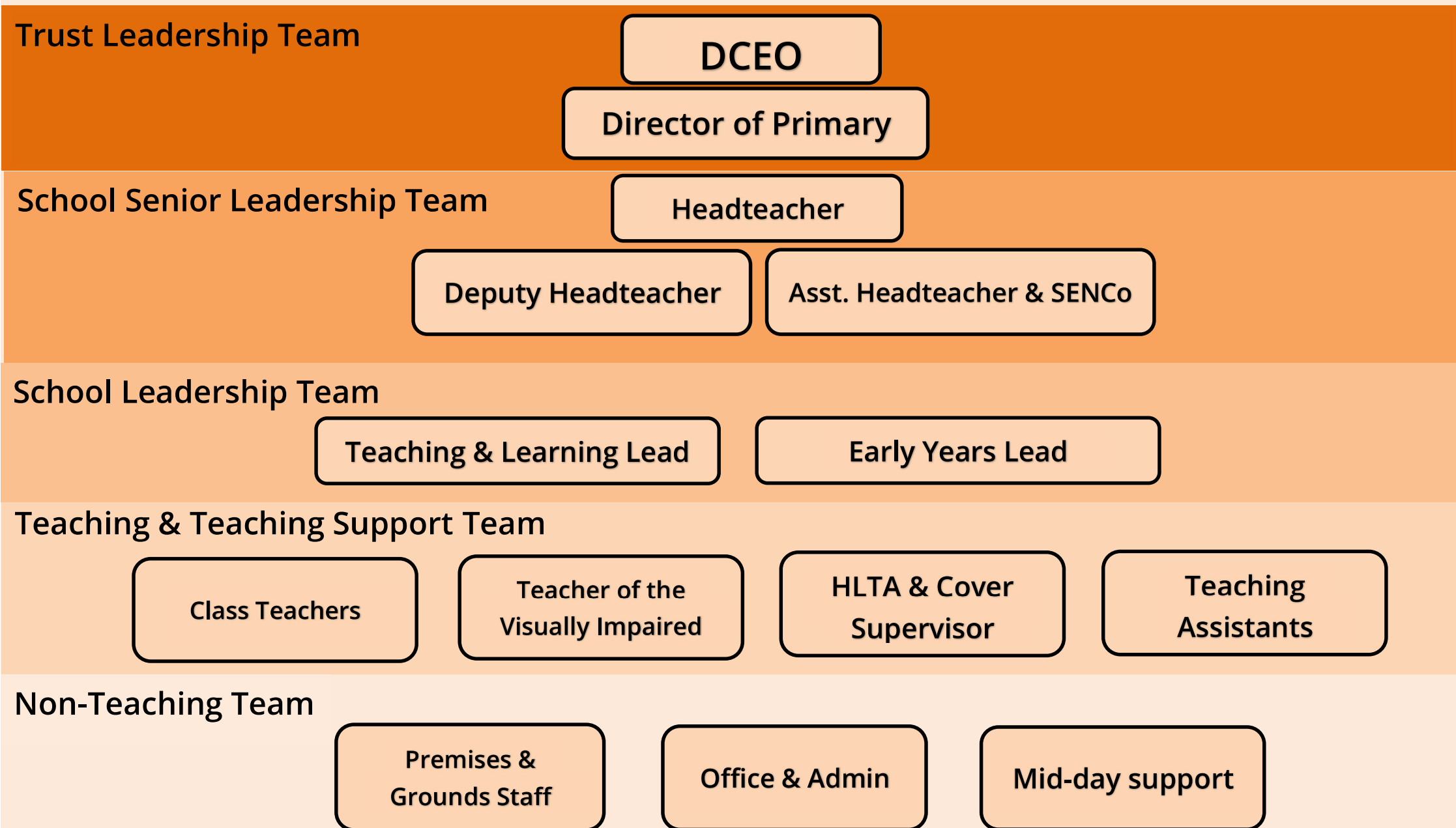
As part of London South East Academies Trust (LSEAT), the school benefits from the trust-based systems that have been successfully embedded as well as support, guidance and expertise.

London South East Academies Trust is a thriving multi-academy trust that prides itself on providing outstanding education and training for children and young people while supporting schools to retain their identity and community. The Trust has had sustained growth in the South East and its continued growth will add additional expertise, support and progression opportunities in the future.

Neil Miller
Deputy CEO



Staff Structure



Job Description

Job Title:	Cleaning Operative
Salary:	H16 £10,614 (£27,403 FTE)
Contract type:	Permanent, part time (12.5 hours per week: 6:00 to 8:30am; 52 weeks per year)
Reporting to:	Premises Manager

Belmont 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 a satisfactory enhanced DBS disclosure and other employment checks. Belmont is committed to creating a diverse workforce and will consider all qualified applicants for employment.

Core Requirement of the role:

To provide a high standard of cleaning and hygiene to a designated areas of the school while working effectively as part of a cleaning and wider school team, ensuring a safe, clean and welcoming environment for pupils, staff and visitors.

Key Responsibilities:

- To carry out cleaning tasks set out in the school's cleaning schedule to include:
 - Vacuum cleaning hard and soft floors.
 - Wiping furniture, ledges, pipes, paintwork and polishing door glass.
 - Cleaning toilets.
 - Mopping hard floor surfaces.
 - Wiping and polishing furniture.
 - Replenishing supplies including soap, tissues, paper towels.
 - Checking and closing windows, switching off lights after work.
 - Spot cleaning of spillages.
 - Completing an annual deep clean of classrooms, staffrooms, kitchens, offices and other frequently used spaces.
 - Take responsibility of the maintenance of cleaning tools and products
- To use all cleaning materials and equipment in a safe and proper manner and in accordance with any instructions and specifications provided.
- To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the Premises Manager.
- To observe health and safety and security requirements.
- Report any faults to electrical cleaning equipment, do not use until repaired.
- To complete any appropriate records or documentation required.
- To maintain good working relationships with other school staff and to co-operate with reasonable changes to daily work routines to assist in the smooth operation of the school.
- To ensure that all work undertaken complies with stated requirements and undertake appropriate training as required.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
- Such other duties commensurate with the grade of the post as may be required by the Premises Manager and/or Senior Leadership Team.

~ Resilient ~ Respectful ~ Kind ~ Honest ~ Responsible ~

Attributes	Essential	Desirable	Evidence
Education, Training and Qualifications	• A good standard of spoken English. • Willing to undertake training relevant to the role.	• Cleaning qualification or health and safety training. • Knowledge of infection control procedures.	• Application form • Certificates
Experience and Knowledge	• Experience cleaning in a professional setting. • Knowledge of cleaning methods, materials and equipment. • Basic understanding of health and safety procedures. • Awareness of hygiene standards.	• Experience of cleaning in a school. • Knowledge of COSHH	• Application form • Reference
Skills and Abilities	• Ability to work efficiently with minimal supervision • Good attention to detail. • Ability to manage time effectively and complete tasks within set schedules. • Ability to work both independently and as part of a team. • Physical ability to carry out cleaning duties (e.g. bending, lifting, standing for periods)		• Application form • References • Interview
Drive and Ambition	• Ambitious for the school and self. • Commitment to the promotion of the school aims, values and ethos. • Positive outlook and attitude; a lively, creative and good-humoured approach. • Genuine concern for the welfare of staff and pupils.		• Application form • References • Interview
Personal Qualities	• Able to manage own workload and demonstrate initiative. • A strong sense of honesty and trustworthiness with a desire to work collaboratively within a team. • A safety-conscious mindset and attitude. • A strong sense of professionalism, commitment to upholding standards and setting an appropriate example. • Excellent attendance and punctuality. • An understanding of and commitment to Belmont and LSEAT Trust policies.		• Application form • References • Interview

How to apply:

Recruitment is managed through the online system ePloy. Please use the link associated with this candidate pack.

Should you have any questions about the position please do not hesitate to contact us: office@belmont.lseat.org.uk

Closing date: Friday 4th September 2026. We reserve the right to close the application window prior to this date should we receive a high volume of appropriate applications.

