

Hills Road Sixth Form College

Appointment of: Cleaner (two posts)

Location: Cambridge



Shape
the
future



Hills Road
Sixth Form College
Cambridge

Welcome from the Principal and CEO



Thank you for your interest in Hills Road Sixth Form College and in this post. I hope that this information gives you a sense of who we are, what we value and what it means to be part of our community – and, most importantly, helps you decide whether this role and our college might be the right next step for you.

Hills Road has enjoyed a strong national reputation for many years and continues to achieve outstanding outcomes for our students. But we are not complacent. In an ever-changing world, we know that excellence is a moving target and we are ambitious - for our students, for our staff and for the future of post-16 education. We respond thoughtfully, continually reflecting and evolving to ensure that what we offer remains exceptional, while holding firmly to what matters most.

Working in a Sixth Form College brings distinctive rewards, not least the privilege of engaging with bright young minds who challenge, question and inspire. Hills Road is an intellectually rigorous environment, but it is also one grounded in collaboration and shared purpose. Everyone here has a role to play in helping every young person who comes through our doors to realise their potential.

I am fortunate enough to know first-hand the transformative impact that Hills Road has on our students and, as a former student, I am deeply committed to ensuring that Hills Road continues to flourish as a centre of academic excellence where kindness and integrity remain at the heart of everything we do.

We know that staff wellbeing is fundamental to student success and we listen carefully to our colleagues. For example, in response to recent colleague feedback, we have introduced a two-week October half term and redesigned professional development. Colleagues consistently tell us that the strength of our community is one of the things they value most. Our core values – Diversity, Kindness, Integrity, Respect, Community and Excellence – are not slogans, but lived commitments that shape how we work, how we lead and how we support one another.

Hills Road is ambitious, yet humane; high-performing, yet deeply caring. We want to attract people who share this combination: people who are expert in what they do, curious about what might be better, and committed to making a difference to the lives of young people and to the colleagues around them.

I hope this booklet gives you a flavour of Hills Road. If you would welcome an informal conversation about the role, we would be delighted to hear from you.

Thank you for considering Hills Road, and for the time and commitment that an application entails. Whatever the outcome, I wish you every success in your future career.

Ali Kirkman
Principal

Cleaner (Afternoon/Evening: 3:30 pm-8pm*)

Permanent, Part-time (22.5 hours per week), Term-time only

Point 3 of the Support Staff Pay Spine, £12.83 per hour (£24,759 per annum FTE)

**We are keen to attract the right candidates and can offer flexibility around working patterns. While the standard shift is 3.30 pm to 8.00 pm, we are also able to consider alternative arrangements, including shorter shifts and morning hours such as 6.30 am to 9.00 am, for suitable applicants.*

Hills Road Sixth Form College is seeking enthusiastic and reliable Cleaners to join our evening cleaning team. Working as part of a supportive team, you will help maintain a clean, safe and welcoming environment for students, staff and visitors.

We are looking for people with a positive, flexible and can-do attitude who take pride in their work, work well with others and are willing to support colleagues when needed. This is an active role which involves walking, lifting, carrying equipment and working across different areas of the College's large site, so applicants should be capable of undertaking these duties. Previous cleaning experience is welcome but not essential, as full training will be provided.

Recently rated 'outstanding' again, Hills Road Sixth Form College continues to enjoy a strong national reputation for excellence in education. In part, this is because we continually review and refine our practice to enhance the experiences of our students and staff, for example, through our collaborative evidence-based approach to professional development. We also appreciate that academic success requires a happy, healthy and caring community, so our coaching culture ensures that the wellbeing of our students and staff is at the heart of all we do. If you are excited by the opportunity to work in a team committed to the very best standards at a Sixth Form College, we would love to hear from you.

We offer a wide range of competitive benefits including a generous pension scheme, free use of the College sporting facilities, free on-site parking, cycle to work scheme, as well as discounts on all our Adult Education courses.

Closing date: Monday 12th October 2026 at 9.00am

Interviews: Thursday 15th October 2026

Details and an application form for the above post may be obtained from our website www.hillsroad.ac.uk

The College is committed to safeguarding and promoting the welfare of its students and staff and expects all members of the College community, volunteers and visitors to share this commitment. The College actively promotes equality and diversity and welcomes applications from all sections of the community.

Information for applicants

The Cleaning Team

The Cleaning Team provides the vital cleaning support to enable the College to carry out its core function of teaching and learning.

The Cleaning Team is a close-knit team that works collaboratively to maintain high standards across the College. While each Cleaner may have designated areas of responsibility, flexibility is essential and team members regularly support one another to ensure all areas are cleaned to the required standard.

The main cleaning of the College is carried out during the early morning (before 9am) before students and staff arrive, and late afternoon/early evening (after 4pm), between the departure of the daytime students and before the evening activities commence.

The College is busy both during term time and during holidays. As well as the 2800 daytime students (aged 16-19) the College has around 300 staff. It also runs an Adult Education programme which is mostly held online but we do have some classes on site in the evenings. Various other meetings, events and lettings take place, primarily during the evening, but sometimes during the day in holiday periods.

Training will be given in equipment operation, Health & Safety and any other statutory training requirements. On site car parking may be available during hours of work.

The Post

Successful applicants will be dependable team players who are equally comfortable working independently when required. Reliability, a strong work ethic, attention to detail and pride in maintaining high standards are essential. The role requires a flexible and proactive approach, as cleaning priorities can change and support may be needed in different parts of the College. The post is physically active and requires regular walking, bending, lifting and carrying.

If you wish to informally discuss the post then please contact Chrissie Leonard, Estates & Compliance Manager via the main college reception on 01223 247251.

Job Description

Cleaner at Hills Road Sixth Form College

Purpose: To carry out cleaning duties as part of a small team of cleaners

Reports to: Cleaning Supervisor

Main Accountabilities:

- To be responsible for cleaning areas of the College site as agreed with the Cleaning Supervisor to the standards and schedules prescribed
- Maintain levels of cleaning products and equipment in that area and request additional supplies and replacements as necessary
- Report any defects or faults in equipment to the Cleaning Supervisor as soon as possible
- Report any faults or defects to the premises to the Caretakers as soon as possible e.g. broken toilet seats, blocked toilets
- Assist with cleaning in other areas of the College as and when required, particularly during staff absences
- Operate and maintain the supplied cleaning machines and tools
- Other interior and exterior cleaning as necessary, within the broad remit of the job, as determined by the Cleaning Supervisor
- To undertake training which is relevant to the role and/or which is required by the College to comply with legislation

Accountabilities that relate to all staff at the College

- Demonstrate behaviour and values consistent with the person specification for this role
- Promote equality of opportunity in accordance with the College's Equality and Diversity Statement
- To comply with all College policies and procedures. This includes those where each member of staff has an individual duty to act and for which the College can be held vicariously responsible for the actions of its employees:
 - equality and diversity
 - safeguarding the welfare of young people
 - health and safety

Person Specification for Cleaner

	Essential	Desirable
Qualifications and training	None required as training will be provided	Any previous cleaning-related training or qualification
Experience	None required as training will be provided	Previous experience of cleaning, particularly in commercial, education and/or office buildings

In addition, the successful candidate will demonstrate, or have potential to develop, strengths in the following areas.

Skills	- Strong practical skills - Ability and willingness to learn to use a range of electrical and manual cleaning equipment - A keen eye for detail, and a commitment to the maintenance of a pleasing environment
Knowledge	Knowledge of cleaning methods and equipment
Organisation	- A high level of reliability - An ability to carry out tasks promptly and without direct supervision - A willingness to tackle problems and show initiative
Disposition and Approach	- Positive, flexible and can-do attitude - Commitment to working effectively as part of a team - Willingness to assist colleagues and work across different areas when required - Dependable and punctual - Ability to respond positively to changing priorities - Physically capable of undertaking the duties of the role - Able to follow verbal and written instructions accurately - Committed to maintaining a clean, safe and welcoming environment for students, staff and visitors
Focus on Quality	- Commitment to high standards of work and accuracy, with strong attention to detail. - Commitment to the aim of the College to achieve quality and value for money in all aspects of its work - Commitment to continuous improvement and willingness to attend appropriate training and development events

How to Apply

Applicants are asked to do the following:

- complete the online [Hills Road Sixth Form College application form \(Part 1\)](#)
- complete the online [equality and diversity monitoring form \(Part 2\)](#)
- write a supporting statement of application (no more than 1,000 words)
- supply a brief CV

The online application forms ([Part 1](#) and [Part 2](#)) are available at the links above, and on the College's webpage for this vacancy. When completing Part 1, you will have the opportunity to upload your CV and provide a Supporting Statement of Application. Once you have submitted Part 1, you should then proceed to Part 2 (Equality and Diversity Monitoring form). All documents should be submitted **by 9am on Monday 12th October 2026**.

Please note that applications received after the closing date may not be eligible for consideration. If Human Resources have not contacted you by Thursday 15th October, then unfortunately your application has not been successful.

Interviews will be held on Thursday 15th October 2026.

Hills Road Sixth Form College will base its decision as to whether to invite you for interview solely on the details provided on your application and how well they match the criteria for this post.

In accordance with Home Office guidance, successful candidates will be required to evidence their right to work in the UK before commencement of employment. The successful candidate therefore must be able to demonstrate their right to work during the recruitment process.

Hills Road Sixth Form College is committed to ensuring equal opportunities in all aspects of employment and selects staff on merit, irrespective of race, religion, sex, disability or age. You are not obliged to complete the equal opportunities monitoring form, but any information given will help us to monitor the effectiveness of our equality and diversity policy.

If you have a disability, you are invited to request any special arrangements you may require for interview, or any adjustments you may anticipate would be needed in your working arrangements, by contacting the Human Resources Team on 01223 278063 (direct line). Further information about accessibility to the site can be found on our website under 'Equality and Diversity/Site Plan' and also from 'AccessAble: www.accessable.co.uk.

Thank you for your interest in this post and in the College. We do hope that you will decide to apply, and we should like to thank you in advance for taking the time and trouble to do so. For more information about working life at the College, please go to our website <http://www.hillsroad.ac.uk>

Human Resources



**Shaping the
future through
opportunity,
quality and
achievement**



**Supported
by a caring
and learning
community.**

