

Hills Road Sixth Form College

Appointment of: Cleaner (Sports & Tennis Centre)

Location: Cambridge



Shape
the
future



Hills Road
Sixth Form College
Cambridge



Welcome from the Principal

Thank you for your interest in Hills Road Sixth Form College and in this post. We really hope that the information in this booklet will support you in making an application to our College and will provide all you need for deciding whether we're right for your next career step. We hope we are!

Choosing an institution where you find a fit in terms of ethos and values is hugely important. Hills Road Sixth Form College enjoys a strong national reputation, having topped Sixth Form College performance league tables for many years. But that doesn't make us complacent. We still want to improve the ways in which we work with young people to get the best for them and from them, whatever that might take.

We are therefore looking for a colleague to join us who shares that drive and wants to ensure that the department they are joining continues to achieve excellent outcomes. Everything we achieve relies on the quality and commitment of our staff team, whatever their role in the College, and we are keen to recruit colleagues for whom excellence comes as standard. Excellence is one of our six core staff values, together with Kindness, Integrity, Diversity, Respect and Community. We want you to know that you will be joining a diverse, welcoming community where you will continue to grow professionally. We are lucky to have colleagues here who are not only committed to our values but also to young people and the potential within each one of them to be brilliant at something they've not yet tried.

As a busy, vibrant community with around 2,970 young people, there's always a great deal going on and lots to be part of and take part in. Extra-curricular opportunities abound and we hope you will want to get involved with the extraordinary range of activities that is on offer. We have an on-site sports centre, including a fully equipped gym, plus squash and tennis courts, to which all staff colleagues have free membership, and our staff wellbeing programme includes access to on-site talking therapy, fitness and relaxation sessions. If you would like to talk through a prospective application or to explore the College's ethos and values a little more, please don't hesitate to make contact for an informal chat.

Finally, I do appreciate the time commitment involved in completing a job application and, if you do decide to apply, can I thank you for the investment of time you have chosen to make. Whatever the outcome, can I wish you all the very best with your future career, wherever that may be.

With very best wishes

Jo Trump
Principal

Cleaner

Permanent, Part-time vacancy

Part Time– 15 hours per week

Support Staff Spine Point 3, £24,759 per annum pro rata

Hills Road Sixth Form College is looking for a proactive and versatile Development Coordinator to support the Development Director in fundraising for the College.

Hills Road Sports & Tennis Centre is looking for someone to join its small, friendly cleaning team. Applicants need to be hardworking, reliable and trustworthy. Previous cleaning experience is desirable.

The successful applicants will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check, paid for by the College.

For further information about these posts, please contact Nat Moss via email nmoss@hillsroad.ac.uk

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, discounted local train travel, as well as discounts on all our Adult Education courses.

Closing date: Monday 19th January 2026 at 9am

Interviews: Thursday 29th January 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 Post

The successful applicant for the post of Cleaner will need to be capable of working as part of a team and alone. You need to be reliable with common sense, patience, an eye for detail and you need to be someone who takes real pride in your work. You will also need to be pro-active and report any maintenance needs to the Centre Manager or Duty Officers so repairs can be carried out.

The Department

The Sports Centre Team give the necessary support to enable the College to offer a fulfilling and enriching experience, by providing a sporting facility for its 2600 16–19 day-time students, various organisations and people from the local community that use the Sports and Tennis Centre.

Training and support will be given in equipment operation, Health & Safety and all statutory requirements including child protection and safeguarding. On site car parking may be available during hours of work.

Job Description

Development Coordinator at Hills Road Sixth Form College

Purpose: To carry out cleaning duties at the Sports & Tennis Centre

Reports to: Sports Centre Manager

Main Accountabilities:

- To be responsible for cleaning a specified area of the Sports Centre site to the standards and schedules prescribed
- Maintain levels of cleaning products and equipment in that area and request additional supplies and replacements as necessary
- Reporting any defects or faults in equipment and the premises as soon as possible
- To be flexible and assist with cleaning other areas of the Sports Centre as and when required, particularly during other staff absences

- Operate and maintain the supplied cleaning machines and tools
- Other interior and exterior cleaning and other tasks as may be necessary from time to time, within the broad remit of the job, as determine by the Centre Manager
- To undertake training which is relevant to the role and/or which is required by the College to comply with legislation
- To comply with all College policies and procedures. These include 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 children
 - Health and safety

Person Specification for Cleaner

	Essential	Desirable
Qualifications, training and experience	Previous cleaning experience	<ul style="list-style-type: none"> Any previous cleaning related training or qualification Previous experience of cleaning, toilets and commercial, education and/or office buildings

In addition, the successful candidate will demonstrate, or have potential to develop, strengths in the following areas. Evidence will be established from the application form, CV, covering letter, references, the interview or a combination of these.

Skills	<ul style="list-style-type: none"> 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 safe and pleasing environment
Knowledge	<ul style="list-style-type: none"> Knowledge of cleaning methods and equipment would be useful
Organisation	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Commitment to working as a part of a team Helpful and approachable Ability to communicate at all levels Ability to respond flexibly and positively to changing workloads and cleaning challenges Ability to work methodically and to remain calm under pressure
Focus on quality	<ul style="list-style-type: none"> 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
- supply a brief CV

The online application forms (Parts 1 and 2) are available 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 19th January 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, 22nd January 2026, then unfortunately your application has not been successful.

Interviews will be held on Thursday 29th January 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.**

