



**North East  
Learning Trust**

**Cleaner**  
**Hermitage Academy**  
Applicant information pack

# **Cleaner**

## **Required May/June 2021**

**Grade 1 SCP1-SCP3**

**£17,842 - £18,562**

**FTE actual salary £7,233 - £7,525**

**15 hours per week (Monday to Friday 15.15 – 18.15)**

The North East Learning Trust are seeking to appoint a highly motivated Cleaner. This appointment will be based in Hermitage Academy where you will join our team and a school that is undergoing exciting change. The successful candidate will work part of a wider team to undertake cleaning duties and ensure high standards of cleanliness and hygiene are met and maintained.

### **We are committed to:**

- a vibrant learning community with enthusiastic and engaging children
- a positive and caring ethos
- an excellent learning environment and resources
- a team of hardworking, dedicated and friendly staff where everyone is valued
- a supportive and effective governing body

### **The successful candidate will:**

- have a clear vision and understanding of the needs of a school
- relevant cleaning experience
- have the ability to work methodically, effectively and efficiently
- be flexible in their approach to work
- work well as part of the team
- support the wider aspects of school life
- have ideas and a good sense of humour!

### **Deadline: 30<sup>th</sup> April 2021**

Shortlisting and interviews will take place week commencing 3<sup>rd</sup> May 2021.

### **How to apply:**

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to Samantha.lish@hermitageacademy.co.uk or by post to Samantha Lish at Hermitage Academy, Walridge Lane, Chester-Le-Street, Co Durham, DH2 3AD.

# Job description

**Post title:** Cleaner

**Responsible to:** Cleaning Supervisor

**Responsible for:** Cleaning of the school

**Salary Band:** Grade 1 SCP1-SCP3

## Job Purpose:

Working part of a wider team to undertake cleaning duties and ensure high standards of cleanliness and hygiene are met and maintained.

## Duties and Responsibilities:

- To ensure all waste bins are emptied and refuse is removed and taken to the designated disposal point to ensure the site is clean and tidy and meets with health and safety requirements.
- To clean all furniture and fittings including ledges, pipe work and radiators, ensuring high standards of cleanliness and hygiene are met and maintained.
- To clean all sanitary fixtures and fittings including the lavatories, washroom facilities and showers etc, ensuring all areas are maintained to the required standards of health and safety, reporting any damaged or broken facilities, or other maintenance issues to the appropriate member of staff
- To carry out vacuuming in all carpeted areas ensuring correct use, carrying and storage of equipment.
- To clean all other floor areas appropriately i.e. sweeping, mopping, polishing etc, ensuring wet floor H&S hazard signs are used when required to ensure wellbeing of staff / pupils is maintained.
- To use floor scrubbing machines when required, following correct operating procedures to ensure personal and others safety and wellbeing.
- To assist in the whole school clean during school closure as per the school cleaning programme.
- To check windows and doors are free from damage and closed after cleaning has been carried out to ensure the facilities are locked and secured appropriately.
- To update the Trust's software systems (CAFM 'Every')
- To attend any training courses relevant to the post including, ensuring continual personal and professional development.

## General

- To work with and support your team.
- To present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- To comply with the requirements of the H&S at Work Regulation
- To comply with H&S, report incidents / accidents / hazards
- To be proactive to protect both yourself and other in H&S Matters

**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.**

### **Health and Safety:**

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

### **Safeguarding**

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

## Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> <li>A good standard of education</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of health and safety, COSHH, manual handling etc.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Relevant cleaning experience</li> </ul>	<ul style="list-style-type: none"> <li>Experience within education sector</li> <li>Experienced using cleaning equipment</li> </ul>
Aptitude and skills	<ul style="list-style-type: none"> <li>Ability to work methodically, thoroughly and to a consistently high standard to ensure work is carried out effectively and efficiently.</li> <li>Ability to prioritise workload</li> <li>Good communication skills</li> <li>Good organisation skills</li> </ul>	<ul style="list-style-type: none"> <li>Ability to adhere to strict health and safety regulations etc.</li> <li>Experience in use of cleaning equipment</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Good work ethic               <ul style="list-style-type: none"> <li>Positive</li> <li>Professional</li> <li>Flexible</li> <li>Team Player</li> </ul> </li> <li>Good attention to detail Be able to work as part of a team as well as on own initiative</li> </ul>	

### **References:**

Any relevant issues arising from references will be taken up at interview.

### **DBS and pre-occupational health:**

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

### **Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.