



**North East
Learning Trust**

Cleaner
Rye Hills Academy
Applicant information pack

Cleaner

Required November 2021

Term Time Only + 5 additional days

15 hours per week (6:30am-9:30am)

Salary Grade 1 SCP1-SCP3

£17,842-£18,562 (FTE) £6,382-£6,639 (Actual)

Rye Hills Academy who are part of North East Learning Trust are looking for a highly motivated Cleaner to join their team. The successful candidate will work alongside the Cleaning Team to undertake cleaning duties and ensure high standards of cleanliness and hygiene throughout the school.

Our vision is simple and is shared by all schools across the North East Learning Trust family. It is that every child experience excellence every day.

Our primary aim is for each young person to be both courageous and caring, resilient and determined as they strive for excellence.

The successful candidate will:

- Be a hands-on individual
- Practical knowledge of basic cleaning tasks
- Be flexible in their approach and work well as part of a team

We can offer:

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- 31 days annual leave entitlement, plus public holidays
- Employee Assistant Programme providing free confidential advice and counselling service 24/7, 365 days per year

Deadline:

Closing date: 15th October 2021 with interviews taking place 19th October 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 nev.waugh@ryehillsacademy.co.uk or by post to Nev Waugh, Rye Hills Academy, Redcar Lane, Redcar, TS10 2HN

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 clean up of biological hazards in a safe manner.
- 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')

General:

- To work with and support your team.
- To attend any training courses relevant to the post including, ensuring continual personal and professional development.
- 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

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.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

Person specification

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

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.