

The Special Partnership Trust

A community which aspires together

Delivered by:

An ambitious, inspirational partnership of outstanding learning.

Achieved by:

An integrated Trust with strong leadership at all levels in delivering outstanding educational outcomes, empowering pupils, parents, and staff to strengthen our community even further.

JOB DESCRIPTION

Job Title:	Cleaner
Salary:	Band 1 (£25,208) FTE

Main Purpose of Job:
<ul style="list-style-type: none"> To undertake cleaning of the school and facilities in order to maintain a high standard of cleanliness and hygiene at all times <p style="text-align: center;">Hours: 3pm – 6.15pm Monday to Friday. 16.25 hours per week.</p>

Main Duties and Responsibilities:
<ul style="list-style-type: none"> To act as a joint key holder of the site, ensuring security at all times, including the operation of the alarms To undertake a daily cleaning programme to ensure high standards of cleanliness through the school and grounds. To undertake deep cleaning days during the Easter and Summer (10 days total) To operate cleaning machinery and the other equipment appropriately and in a safe manner To undertake major periodic cleaning activities such as internal windows cleaning, scrubbing, stripping and resealing polish floors, cleaning carpets, light fittings, wall, venetian blinds, upholstery etc. To prepare and clean rooms for meetings To report to the Caretaker and Operations Manager regarding major defects in buildings, equipment and security systems observed in the course of duties. To maintain adequate stock of cleaning materials from approved suppliers and ensure cloakrooms are stocked with soap, towels etc. To undertake emergency cleaning (soiling of toilets, sickness, floors etc.) as necessary To be aware of and adhere to applicable rules, regulations, legislation, and procedures, including Health & Safety, COSHH. To be responsible for your own continuing self-development, undertaking Annual Performance Reviews and training as appropriate. To undertake other duties as appropriate to this post as required.

General – applicable to all Trust roles

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy’s and the Trust’s pupils at all times
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To adhere to Trust values and behaviours
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as required

The role is subject to a 6 month probationary period.

Person Specification:

	Essential	Desirable	Recruiting method
Education and Training	Attainment of GCSE qualifications in Maths and English (or be able to demonstrate an equivalent level of numeracy and literacy skills)		Application/Interview
Skills and Experience	Previous experience of cleaning duties in a school or similar environment		Application/Interview
Specialist Knowledge and Skills	Good interpersonal skills	Working knowledge of Health & Safety at Work Act and COSHH regulations	Application/Interview
Behaviours and Values	Professional conduct		Interview

Special Conditions related to the post

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All employees will be required to undertake mandatory training required by the Trust.

Trust Benefits

Our Trust is committed to providing employee benefits that motivate and reward our employees. Our benefits for permanent employees include:

- A competitive salary
- Attractive terms and conditions including holidays
- Eligibility to join the local government pension scheme/Teachers pension scheme
- Family friendly policies
- Local and national discount schemes and initiatives
- Continued professional development support
- Flexibility to work across the Special Partnership Trust, the largest SEN provider in the county
- Support for staff wellbeing