



**BISHOP HOGARTH**  
Catholic Education Trust

*We are* **HIRING!**

**APPLICANT INFORMATION PACK**



**CLEANER**

*Christ at the Centre, Children at the Heart*



Proud to be a part of the

DIOCESE OF **Hexham & Newcastle**

# JOB DESCRIPTION

**Post Title:** Cleaner

**Reporting to:** Business Manager and Headteacher

**Job Purpose:** To clean the designated areas in line with the schools quality procedures in a safe and efficient manner.

**Please note that successful applicants will be required to comply with all Trust policies.**

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time by the Trust.

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

# JOB DESCRIPTION

**1. To clean all allocated areas, which may include any or all of the following:**

- Toilets and cloakrooms
- Offices and classrooms
- Corridors and walkways
- School Hall

(Please note this list is not exhaustive)

2. To ensure that a high standard of work is maintained in accordance with Quality Systems.
3. To comply with Health and Safety policy and systems, including COSHH regulations.
4. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with and adhere to all specified policies and procedures.
5. Any other duties of a similar nature related to the post which may be required from time to time.
6. To carry out your duties with full regard to the Trust Equality Policy.
7. Comply with Health and Safety policies and procedures, including reporting any incidents, hazards or accidents and take a pro-active approach to health and safety matters in order to protect both yourself and others.
8. To maintain the Catholic ethos that is inclusive and applies Catholic values and attitudes in all aspects across the school and Trust.
9. Any other duties of a similar nature related to the post which may be required from time to time.



# PERSON SPECIFICATION

## ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
SKILLS	E1	Good verbal communication skills	I, R
	E2	Experience of working with a range of people	AF,I,R
	E3	Ability to maintain high standard level of cleaning	I,R,
SPECIAL REQUIREMENTS	E4	Motivation to work with children	AF,I,R,D
	E5	Ability to form and maintain appropriate relationships and personal boundaries with children	AF,I,R,D
	E6	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	AF,I,R,D
	E7	Suitability to work with children	D
	E8	Be able to conduct a conversation and answer questions, for an extended period of time where necessary.	I

## DESIRABLE CRITERIA

DESIRABLE CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
EXPERIENCE & KNOWLEDGE	D1	Previous cleaning experience in either a school or an industrial setting	AF,I,R
	D2	Knowledge of Health and Safety practices at work	AF,I,R
SKILLS	D3	Previous experience of using a range of different cleaning equipment and tools	AF,I,R
	D4	Manual handling training and experience	AF,C

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
L	Lesson
D	Disclosure and Barring Check







BISHOP HOGARTH

*We are*  
**BISHOP HOGARTH**  
**Catholic Education Trust**

*Thank you for your interest in our vacancy*



[www.bhcet.org.uk](http://www.bhcet.org.uk)



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