

Cleaner

Recruitment Pack



MAT EXCELLENCE
AWARDS

WINNER 2024



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Wellbeing trust of the year

About ASSET Education

ASSET is an Education Trust comprising 16 primary schools in and around Ipswich and north-east Suffolk. ASSET is a very special trust and, from the very beginning, we have wanted to tackle social injustice and inequality in education, giving every child the opportunity to be successful and fulfilled in their lives. Our children are our future and we want them to be the best they can be, to have confidence and a sense of service, to be empowered to make our world a more compassionate and sustainable place.

Our people are at the heart of what we do; we support one another valuing connections and relationships because we believe that when people are cared for, learning happens and humans flourish. The Complete Human Strategy looks at 6 dimensions of working life and gives staff a structured approach to collectively and individually influence their work environment and access the support they need.

We support everyone in the Trust to enjoy success, happiness, confidence and fulfilment, and to have excellent physical and mental health. Our CHS framework provides us with a practical pathway to achieving this, and is based on the 6 fundamental pillars of wellbeing.

■ **Structure & Stability**

★ **Expertise**

✚ **Positivity**

❤ **Relationships & Communication**

📍 **Place**

⌚ **Time Well Spent**



"Our unique model not only improves wellbeing for adults and children, but also provides a step-by-step toolkit to implement in any school, workplace or social setting"

Sarah Orves, Director of Wellbeing



Cleaner

Grade 2

The role

Under the direction of Site Manager, School Business Manager, Senior Administrator or Headteacher the post holder is responsible for ensuring the school buildings are maintained in a clean and safe condition for use to the standard required. No supervisory responsibilities.

All duties are carried out within recognised procedures or guidelines. There will be some need to interpret information or situations and to resolve straightforward problems.

The level description gives an overview of the level of competence required to carry out work at this level. Each school is organised differently, and the range of duties carried out at this level will be different in each school. Some jobs may carry out a diverse range of duties whilst others may be engaged on a narrower range of tasks.

The next section of this benchmark job description will give examples of the types of work that may be carried out at this level. This list is not exhaustive and is intended to give a flavour to help schools to assimilate jobs to the appropriate level.

Duties

Security

- Ensure premises are locked / unlocked and secure.
- Operation of alarms.
- Ensure lights are turned off and windows are closed. · Ensure fire doors are operational and test alarms.

Cleaning

- General cleaning duties as directed and to specification.
- Keep playground and paths clean and litter free as directed.
- Undertake cleaning and maintenance during school closures in accordance with specification.

Caretaking

- Portage and basic handyperson duties.
- Replenish consumables.
- Swimming pool maintenance if required.
- Ensure health and safety regulations are complied with.

In addition, all cleaning duties must be carried out in accordance with health and safety procedures, as follows:

- Wearing personal protective equipment and clothing e.g. goggles when mixing chemicals and water, dust masks when cleaning pottery rooms, rubber gloves
- Correct use of colour coded equipment and consumables e.g. cloths, gloves to prevent cross contamination
- Safe care and correct use of cleaning chemicals
- Use of 'dirty kit' in disposing of bodily fluids
- In the event of an accident, refer to COSSH data sheet for guidance
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The duties and responsibilities of any post may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate the exiting level of responsibility vested in the post.

Person Specification

Criteria	Person Profile	Essential	Desirable
Technical or specialist	Broad knowledge of basic DIY/equipment and straightforward repairs.	✓	
	Knowledge of Health and Safety (COSHH/manual handling/disposal of bodily waste/chemical safety/machine competence)	✓	
	Knowledge of industrial cleaning products and the relevant health and safety guidelines		✓
Literacy and numeracy	Ability to read and record written information such as meter readings etc	✓	
Organisational	Knowledge of health and safety policies and procedures, e.g. manual handling		✓
Physical Skills	Hand /eye co-ordination needed to undertake basic DIY and cleaning tasks.	✓	
Mental Skills	Ability to recognise straightforward problems, resolve or report.	✓	
	Identifying areas of improvement within the site and contributing to changes in working practice.	✓	
Interpersonal & Communication	Keep up to date written records.	✓	
	Ability to communicate clearly.	✓	
Level of Autonomy	The work is covered by guidelines and procedures	✓	
	The post holder will have regular contact with line manager	✓	



Application

If you are interested in this role with ASSET Education please apply through MyNewTerm outlining how you meet the requirements of the person specification, and how your experience could enable us to bring our vision to life.

Interview Process:

Shortlisted candidates will be invited to attend an interview and all communication with details will be provided through My New Term.

