

Cleaner

Recruitment Pack June 2022

About the Role

Thank you for your interest in the position of Cleaner at Transforming Lives Educational Trust.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all of your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident to proceed with your application as we aim to make the very best appointment possible.

How to Visit & Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website [website \(www.tlet.org.uk\)](http://www.tlet.org.uk). Completed application forms should be emailed to careers@tlet.org.uk.

The recruitment for this role is ongoing.

Job Description

Hours to be discussed at interview

Job Title:	School Cleaner
Salary:	NJC01 £9.50 – NJC01 £9.60 per hour
Contract:	Permanent Support staff terms and conditions
Start date:	ASAP
Responsible to:	Site Service Officer/Principal
Key relationships:	Students and staff
Job purpose:	To clean specified areas within the school in accordance with the school's standards. Work is undertaken under the guidance of the Site Service Officer and Principal.

MAIN ROLE AND RESPONSIBILITIES:

- Undertake day to day duties associated with the environment, including cleaning WC facilities, wiping down worktop surfaces and chairs, vacuuming, tidying, sweeping, litter picking, mopping, dusting, polishing.
- Empty bins and dispose of rubbish
- Clean inside windows and mirrors
- Use of buffer
- Undertake routine maintenance of equipment (e.g. vacuum bags)
- Ensure safe and effective use and storage of all equipment
- Ensure compliance with Health and Safety at Work regulations and COSHH guidelines
- Draw to Site Service Officer's attention any problems / issues which may affect the safety or security of the school or its users.
- Be proactive in identifying areas that are not up to the required standards and act upon your findings
- To be flexible, to cover colleagues' areas in times of absence.

Person Specification

Job Title:	School Cleaner
Reports to:	Site Service Officer /Principal

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training Experience Abilities	<p>Good verbal communication skills</p> <p>Ability to work in a team</p> <p>Use of initiative</p> <p>As an effective member of the team you will be focused with a can-do attitude</p> <p>To establish good working relationships at all levels – students, teachers, senior management, board of trustees etc.</p>	<p>Working knowledge of relevant policies / procedures / codes of practice / legislation, including Data Protection and Child Protection</p>
Personal Qualities	<p>Flexible</p> <p>Reliable</p> <p>Enthusiasm</p> <p>Self-motivation</p> <p>Professional and confident</p>	

All posts within TLET are subject to pre-employment and vetting checks, including reference checking and enhanced disclosures checks with the Disclosure and Barring Service (DBS).

This job description sets out the duties and responsibilities of the post at the time it was drawn up.

Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people