

Job Title: Cleaning Operative

Location:	Abbey Schools, Darlington
Start Date:	01 November 2024
Contract Type:	Permanent
Salary:	NJC - SCP 3 £9217.70 per annum (£11.79 per hour)
Weekly Hours:	15 hours per week working either: 5.45am – 8.45am or 3.15pm – 6.15pm
Working Weeks:	Whole Year

About Us:

We are a warm, inclusive family school with a strong sense of community and a commitment to excellence for all children in our care. We aim to ensure that our children feel safe and happy and achieve their potential as unique individuals and as learners.

We now have an opportunity for an enthusiastic and motivated individual to join our team of cleaners at the school. Previous experience is not essential as full training will be given. You will be part of a supportive team, however, you must have the ability to work on your own.

Cleaners perform a key role in our facilities team, supporting the Caretaker by ensuring the building is cleaned to a safe and high standard.

The successful applicant will:

- Have excellent cleaning skills
- Experience of working with a wide range of people
- A clear vision and understanding of the needs of a school.
- Be flexible in their approach and work well as part of the team.
- Support the wider aspects of school life.

We can offer:

- Local Government Pension Scheme
- Bike to Work Scheme
- Continuing Professional Development
- Up to 32 days holiday
- Uniform

How to Apply:

If you have the skills and drive to be successful in this role, application forms can be downloaded from our website and should be returned to: Claire.Rochester@abbeyschools.org.uk

Visits to school are encouraged, please contact us and we will arrange a time for you to meet the team and observe our wonderful surroundings. For more information about us, please visit www.abbeyschools.org.uk

Closing Date Monday 23rd September 2024

Interviews: **W/C 30th September 2024**

Abbey is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to relevant vetting checks in line with Keeping Children Safe in Education Part 3, including a full enhanced disclosure and satisfactory references, before an offer of employment is confirmed. All shortlisted candidates will be subject to an online check as part of the safer recruitment process. Abbey welcomes a diverse population of both children and staff and is committed to promoting and developing equality of opportunity in all its functions.

JOB DESCRIPTION

<u>POST TITLE :</u>	CLEANING OPERATIVE
<u>GRADE :</u>	Band 1 - SCP 3
<u>REPORTING RELATIONSHIP</u>	The post holder reports to the Building Maintenance Supervisor who is responsible to the Headteacher.
<u>JOB PURPOSE :</u>	To clean the site as written into our quality procedures and work programmes, in a safe and efficient manner.

MAIN DUTIES/RESPONSIBILITIES

1. To clean areas allocated including:-
 - Toilets and washrooms
 - Offices/classrooms
 - Corridors and walkways
 - Curtilages
 - Use of variety of equipment
2. To develop and maintain effective working relationships with customers/clients and colleagues.
3. To ensure a high standard of work is maintained in accordance with Quality Systems and current work practices.
4. To safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
5. Ensure that you work in line with all the Melrose Learning Trusts staff handbook policies and procedures and ensure that you are aware of your obligations under these.
6. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.

7. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
8. Any other duties of a similar nature related to this post that may be required from time-to-time.

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 RECHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.

Cleaning Operative

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education				D1	4 GCSE's – grades A*-C or equivalent qualification	AF/C
				D2	British Institute of Cleaning Sciences or other relevant qualification	AF/C
Experience & Knowledge				D3	Previous cleaning experience	AF/I
				D4	Knowledge of Health and Safety at work	AF/I
Skills	E1	Ability to communicate orally to a wide range of audiences	I/R	D5	Able to demonstrate customer care skills	I
	E2	Ability to work well with customers/clients and colleagues	I/R			
	E3	Ability to maintain a high standard of cleaning	I/R			

Personal Attributes				D6	Committed to high standards of customer service	I
Special Requirements	E4	Ability to form and maintain appropriate relationships and personal boundaries with children.	AF/I/R/D			
	E6	The successful candidate will be expected to wear the uniform provided	I			
	E7	Satisfactory Enhanced Level Disclosure and Barring Service Disclosure	D			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure

Issues arising from references will be taken up at interview. All appointments are subject to satisfactory references.