**Job Description & Person Specification**

Cleaning Operative & Midday Supervisor

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| **Job Description** | |
| Job Title: | Cleaning Operative & Midday Supervisor |
| Pay Grade / Scale / Range: | NJC Pay Scale SCP 3 |
| Benefits & Perks: | Local Government Pension Scheme, occupational sick pay, TOIL scheme, Health Benefit Scheme |
| Working hours: | Various – see advert for required hours of work |
| Location: | Initially at New Bridge Pathways.  Employees may be based at any site of the New Bridge Group |
| Special circumstances: | Manual Handling |
| Staff responsible to: | Head of Site |
| Staff responsible for: | None |
| Accountable to: | CEO |
| Probationary period: | 26 working weeks (may be extended in line with the school’s probationary procedure) |

**Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment.  For child protection purposes an enhanced disclosure will be required for this post.**

**Job Purpose**

Dual role working as either part of a team or under own initiative to contribute to a clean, hygienic and safe environment for young people, staff and visitors to the organisation and to provide support for students during the lunchtime period which includes feeding and drinking, personal care; supervision/behaviour management and general housekeeping.

**General Tasks**

***Cleaning Operative***

* Clean surfaces, glass, fixtures and fittings, floors, walls, partitions and internal woodwork as instructed, using appropriate materials and equipment.
* Clean toilets, changing rooms, showers and other sanitary areas.
* Empty waste bins and dispose of rubbish as directed, working within the Group’s/Council’s recycling policy as appropriate.
* Use a range of associated equipment, undertaking basic maintenance where appropriate and reporting faults in line with procedures.
* Refill and replace consumables, making sure supplies used are stored safely and reporting when stocks are low to the appropriate person.
* Complete basic record keeping as directed.
* Follow health and safety policies and procedures to ensure risks and hazards are minimised for yourself, colleagues, young people and visitors.
* Assist to maintain the security of the organisation’s premises by securing entrances/exits as appropriate and reporting potential security breaches.
* Switch off all unnecessary lights and appliances at the end of cleaning an area, following any special instructions to leave particular equipment on, e.g. for a science investigation.
* Follow the appropriate procedure when incidents are seen or reported about the welfare of young people or safeguarding issues.

***Midday Supervisor***

* Establish rapport and respectful, trusting relationships with the students, acting as a role model and setting high expectations.
* Promote inclusion and acceptance of all.
* Working alongside school colleagues to supervise students over the lunchtime period ensuring they are treated with dignity, empathy and respect at all times.
* Assist students with feeding and drinking during the lunch time period. Specialist training will be provided as necessary.
* Assist with individualised food preparation as may be necessary e.g. liquidising food.
* Assess the needs of young people and use detailed knowledge of personal care needs to support them under the direction of the Head of Site and/or management team within the School (with appropriate training).
* Ensure students observe basic hygiene, i.e. hand-washing after toileting and before eating; promoting safety, welfare and personal hygiene at all times.
* Promote self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance.
* Administer basic first aid and deal with sickness, in accordance with training provided.
* Report and record accidents as required through the associated health & safety procedures.
* Support other colleagues to manage student’s behaviour, following Organisational guidance and reporting difficulties as appropriate.
* Clean all spillages, (which could include bodily fluids) and ensure that the dining area is clean at the end of the lunchtime period.

***Support for the Organisation***

* To understand the importance of equality and diversity in the workplace and service delivery and promote equal opportunities for all.
* To contribute to the overall work and to uphold and promote the values and the ethos of the Group.
* To implement and uphold the policies, procedures and codes of practice of the Group.
* To take a proactive approach to health and safety, working with others in the organisation to minimise and mitigate potential hazards and risks, and actively contribute to the security of the site.
* Establish constructive relationships and communicate with other agencies and professionals, in liaison with colleagues, to support the achievement and progress of students.
* To participate and engage with workplace learning and development opportunities to continually improve own performance and that of the team/Group.
* Improve own practice through training, observation, evaluation and discussion with colleagues.
* Recognise one’s own strengths and areas of expertise and use these to support others
* To attend and participate in relevant meetings as appropriate.
* To undertake any other additional duties commensurate with the grade of the post.
* Comply with policies and procedures relating to safeguarding, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person
* Improve own practice through training, observation, evaluation and discussion with colleagues

**Skills and Qualifications**

* The confidence to work on and off site with students with disabilities.
* The ability to feed and supervise students (after appropriate training).
* The ability to lift manually and with any hoist equipment provided (after training).
* The ability to work as part of a team.
* The ability to communicate, with a range of parties including parents/carers, colleagues and other relevant professionals.
* The ability to work to deadlines.

**Personal Qualities**

* To be able to demonstrate empathy with young people who have a range of learning and physical needs.
* An understanding of equal opportunities and high expectations for all students.
* Be able to work as part of a dedicated team.

**Other Duties**

This job description is not intended to be all-inclusive and the job holder may perform other related duties as directed by the Head of Site to meet the needs of the organisation.

**Equipment, Tools, Physical or Special Requirements**

* Ability to maintain regular, punctual attendance consistent with the school’s expectations and policies.
* Ability to perform the essential job functions including manual handling after training.
* Adoption of professional standards of behaviour and appearance at all times in line with School protocols.
* Compulsory training kept up-to-date.
* Cross site travel may be required.

PLEASE SUBMIT EVIDENCE OF PREVIOUS EXPERIENCE, SKILLS AND ABILITIES **ONLY AGAINST THE CRITERIA EMBOLDENED BELOW**

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| **Person Specification** | |
| **Selection Criteria** | **Assessed by** |
| **Education, Qualifications & Training** | |
| * **Good numeracy/literacy skills** * Appropriate knowledge of First Aid and willingness to achieve a First Aid at Work Certificate (where appropriate) | Application Form  Interview |
| **Knowledge & Experience** | |
| * **Experience of health and care work with adults or children including personal care duties.** * **Experience of a range of cleaning activities, such as using cleaning products, vacuuming, mopping, polishing and stain removals.** * **Knowledge of a range of different methods for cleaning within a school environment.** * **Understand the reasons why a school environment needs to be safe and secure.** * **Understanding of why both safeguarding and confidentiality are important in a school.** | Application Form  Interview |
| **General Skills and Abilities** | |
| * **To relate well to students.** * **to work constructively as part of a team, understanding roles and responsibilities and your own position within these**. * **Familiar with the use of basic technology – computer, photocopier etc.** * **To constantly improve own practice/knowledge through self-evaluation and learning from others.** * **Able to use a range of associated materials, tools, equipment and cleaning products.** * **Able to follow instructions and procedures Able to complete work to set deadlines.** * **Able to work in accordance with the school’s health & safety policies.** * **Able to be flexible and to work on own initiative within school guidelines.** * **Able to carry out a range of tasks which can be physically demanding, e.g. lifting, carrying, stretching, crouching etc.** * **To wear appropriate uniform and personal protective clothing (PPE)** | Application Form  Interview |
| **Specific Work Skills** | |
| * **The ability to support with eating and drinking and supervise students (after training)** * **The ability to lift manually and with any hoist equipment provided (after training)** | Application Form  Interview |
| **Decision Making** | |
| * Demonstrate balanced and fair judgement | Application Form  Interview |
| **Self-Management Skills** | |
| * Prioritise and manage own time effectively * Work consistently to deadlines * Set and achieve challenging but realistic goals * Take responsibility for one’s own professional development | Application Form  Interview |
| **Communication Skills** | |
| * Listen to and understand the views of others * Make points clearly * Communicate effectively, orally and in writing, to a range of audiences * Consult and negotiate to achieve specific objectives * Establish and manage good communication systems * Contribute to department meetings effectively | Application Form  Interview |