



# DAY CLEANER

## RECRUITMENT PACK





Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

### **1. Students first**

Teachers and leaders totally focused upon the educational benefit of our students.

### **2. It's about learning**

Students, teachers and leaders focused upon developing and improving their learning.

### **3. No barriers**

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.



# COUNDON COURT SCHOOL



Coundon Court School is a thriving school that is committed to Building Brighter Futures for all of its students.

A crucial part of Building Brighter Futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. At Coundon, we drive everything we do through our 3 core principles: Hard Work, Kindness and Respect. We are looking to expand our team of dedicated professionals who excel in their field.

*Chris Heal, Principal*

<b>JOB TITLE:</b>	DAY CLEANER
<b>OPPORTUNITY:</b>	This is an exciting time to join Coundon Court School. The school is passionate about building futures for the young people who attend the school. You will be part of a busy team in the role of Day Cleaner. You will ensure that a high level of cleanliness, hygiene and presentation is maintained throughout the school environment and that the needs of the school community are met, by working as part of a team to deliver an efficient, effective and professional cleaning service
<b>REPORTING TO:</b>	Site Manager
<b>LOCATION:</b>	Based at Coundon Court School with a requirement to travel to work at or for schools in the Trust
<b>SALARY:</b>	Grade 1 / Point 2 - £11.71 per hour (full time equivalent £22,594 per annum) 20 hours per week 10:30 am to 14:30 pm, 39 weeks per annum.
<b>BENEFITS:</b>	<ul style="list-style-type: none"> <li>• Competitive rates of pay</li> <li>• Extensive professional development opportunities across the Trust</li> <li>• Career pathways across the Trust</li> <li>• Teacher/Local Authority Pension Schemes</li> <li>• Online retail discount</li> <li>• Employee Assistance Programme</li> <li>• Family Friendly policies to support family &amp; carer commitments</li> <li>• Flexible Working Arrangements</li> </ul>

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

## JOB DESCRIPTION



To ensure that a high level of cleanliness, hygiene and presentation is maintained throughout the school environment and that the needs of the school community are met, by working as part of a team to deliver an efficient, effective and professional cleaning service.

### Duties and responsibilities

Carry out cleaning duties to the standards required by the school, including but not limited to:

- Dusting and cleaning of work surfaces
- Maintenance of floor areas using the appropriate equipment and methods, including vacuuming, buffing and mopping
- Emptying and disposal of waste
- **Cleaning of the main toilet areas, school canteens during the school day (especially after break and lunchtimes).**
- General cleaning of sanitary fixtures and fittings including toilets, hand basins.
- Cleaning of windows
- Replenishing consumables including paper towels, toilet rolls, soap etc throughout the day.
- Move furniture and equipment to assist in cleaning in accordance with safe manual handling practices
- Unlock and lock internal and external doors and windows as required, ensuring that the premises are left secure and keys are stored securely.
- Report any faults, defects or required repairs that are identified in relation to furnishings or premises to the Site Services Team, particularly where a risk to health and safety may arise.
- Help to ensure that all tools and equipment are maintained in a clean, safe and serviceable working condition, requesting repair or replacement where required.
- Utilise cleaning consumables in accordance with training provided and help to ensure that adequate supplies are maintained.
- Ensure that all tools, equipment and consumables are used and stored safely, securely and in compliance with Care of Substances Hazardous to Health (COSHH).
- Carry out all duties safely with due regard for the health and safety of others and yourself, ensuring that health and safety training, best practice and school protocols are adhered to at all times.

- Be courteous and professional in all interactions with learners, colleagues and other members of the school community including visitors.
- Where requested maintain records of work carried out

### **Line Management**

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

### **Professional Development**

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Cleaner are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.



## PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Measured By
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>A good and fluent level of written and spoken English with basic numeracy skills</li> </ul>	<ul style="list-style-type: none"> <li>Relevant qualification in relation to health and safety, Control of Substances Hazardous to Health (COSHH) etc</li> </ul>	Application Form Certificates Test
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Physically able to undertake the role of cleaner including bending and stretching, lifting and carrying, pushing and pulling heavy items. (subject to any reasonable adjustments)</li> <li>Able to consistently clean to the required standards</li> <li>Able to maintain safe working practices at all times</li> <li>Able to work well both as part of a team and independently</li> <li>Good communication skills</li> <li>Good interpersonal skills, able to interact with learners,</li> <li>colleagues, visitors, parents etc in a professional and courteous manner</li> <li>Able to identify faults, defects or required repairs in relation to furnishings, premises or equipment and report</li> <li>Able to adapt and change to meet the needs of the school.</li> </ul>		Application Form Interview Test
<b>Experience</b>	<ul style="list-style-type: none"> <li>Cleaning</li> <li>Basic problem solving</li> </ul>	<ul style="list-style-type: none"> <li>Working in a school environment</li> </ul>	Application Form Interview Test

<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Working practices, equipment and materials in relation to cleaning</li> <li>• Health and Safety within a cleaning environment and COSHH</li> <li>• The importance of cleanliness and hygiene in the school environment</li> <li>• The role of systems, processes and procedures in ensuring efficient and effective service delivery</li> <li>• Customer care</li> </ul>		Application Form Interview Test
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• A professional role model who is committed to their own professional development and to developing others</li> <li>• Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers.</li> <li>• Able to work calmly under pressure and withstand stress</li> <li>• Able to work flexibly, and to attend meetings and INSET days as required</li> </ul>		Application Form Interview



## HOW TO APPLY

CLOSING DATE:	02 October 2024 (Midday)
INTERVIEWS:	W/C 07 October 2024

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to [recruitmentadmin@thefuturestrust.org.uk](mailto:recruitmentadmin@thefuturestrust.org.uk)

On application please read the following policies found [HERE](#)

- Coundon Court Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

**The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.**

**The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.**

