

Ivy Education Trust



Application Pack and Job Description Newton Abbot College School Cleaner



Newton Abbot College

School Cleaner

Immediate start

£11.59 per hour

Ivy Education Trust is seeking to appoint committed individuals to join the College's Premises Team, which is responsible for maintaining the highest standards for our students.

If you would like to work 3 hours per day, 15:15 – 18:15 Monday to Friday, primarily during term time (with an additional 3 weeks being worked during the holiday periods), then we would like to hear from you.

The role is for a general cleaner role within a school setting and will include but will not be inclusive of the below list -

- Mopping and buffing floors
- Vacuuming
- Polishing
- Sanitising
- Emptying bins
- Cleaning of toilets, kitchens, classrooms & public areas

Ivy Education Trust works closely with all schools within the Trust and beyond. The Trust celebrates the diversity of each of its schools and is founded upon the alignment of vision and values that we all commonly hold to secure the best outcomes for our pupils.

Ivy Education Trust is committed to providing a broad, balanced and ambitious curriculum in all its schools so all children and young people develop the character and qualifications needed to open doors to their future success. A strong focus on developing and providing inspirational teaching and leadership in all schools, through school-to-school improvement, ensures outstanding progress and educational enjoyment for all members of the partnership's community.

The unique character of each school is celebrated and nurtured to ensure choice and variety in educational provision. The Trust is determined that all children should be able to attend a good or better school regardless of where they live.

Our mission is to improve life chances for every child and young person we serve, through broadening their opportunities and enabling them to reach their full potential. We support and all members of our learning community to dream big, aim high, and achieve more than they ever thought was possible. If you share these visions and aspirations, then we very much welcome your application for this post.

If you have any questions about this post or would like to arrange a visit, please contact Lee Hunt, Cleaning Supervisor on lhunt@nacollege.devon.sch.uk

Application forms and further information are available from our website, www.ivyeducationtrust.co.uk or via email to recruitment@ivyeducationtrust.co.uk

Completed application forms should be emailed to recruitment@ivyeducationtrust.co.uk or handed into the school reception. Interviews will be arranged once your application has been reviewed.

Job Description

| | |
|------------------------|--|
| Post Title: | Cleaner |
| School: | Newton Abbot College |
| Working Hours: | 15 hours a week, 41 weeks a year, 15:15 – 18:15 Monday - Friday |
| Salary Grade: | Scale 1, Point 2 £22,366 Full time equivalent salary pro rata per annum. Actual starting salary £8,198 pro rata per annum |
| Contract Type: | Permanent |
| Responsible to: | Cleaning Supervisor |

Role Description

As part of the Premises Team to provide an efficient, effective and responsive cleaning service. As a key member of the support team to work collaboratively with colleagues to achieve the College's objectives.

Key responsibilities

Main Duties:

- To clean the college premises to a high standard. This will include toilet areas, replenishing consumable items (soap, toilet rolls, paper towels) when required, washing, sweeping, vacuum cleaning, dusting, polishing, litter picking and emptying bins
- To move rubbish to designated collection points
- To use cleaning products and equipment safely
- To use electrically powered machines as required
- To be involved in specialist and periodic cleans as required
- To work flexibly and be adaptable with colleagues in the Premises Team to ensure the highest standards of safety, security, cleanliness and service are achieved
- To be proactive in reporting items requiring repair or replacement to the Line Manager
- To identify and report health and safety matters to the Line Manager
- To maintain effective communication with both staff and students at all times
- To adhere to working practices, methods and procedures, undertaking relevant training and development activities and responding positively to new and alternative systems
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post

Support team:

- To support the achievement of the College's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required

Other Duties:

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy, and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- To support the achievement of the college's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required
- To conduct oneself in a manner befitting a member of staff at all times, ensuring behaviours that display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students at the college.
- To follow the college's ICT policy for safe use of ICT.

- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the college's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS.
- To place the safeguarding of all children in the college as the highest priority.
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
- To work in compliance with the codes of conduct, regulations and policies of the college and its commitment to equal opportunities.
- To comply with the college's Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual.
- To undertake training and personal development as and when identified by Line Manager.
- To undertake any other duties as deemed appropriate by the Headteacher.

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Person Specification

| Criteria | Essential | Desirable |
|---|-----------|-----------|
| Qualifications | | |
| Basic level of education | | ✓ |
| Professional Experience and Knowledge | | |
| Proven experience of commercial cleaning | | ✓ |
| Ability to use cleaning machinery, eg, buffing machine | | ✓ |
| Manual handling | | ✓ |
| Customer Focused Environment | | ✓ |
| Personal Aptitudes, Qualities and Skills | | |
| Highly motivated and enthusiastic | ✓ | |
| High expectations of self | ✓ | |
| High professional standards | ✓ | |
| Knowledge of basic Health and Safety | | ✓ |
| Able to work safely and effectively on own initiative | ✓ | |
| Ability to work under pressure, prioritise and meet deadlines | ✓ | |
| Flexible and adaptable approach | ✓ | |
| Ability to work effectively as a member of a team | ✓ | |
| Attentive to detail | ✓ | |
| Ability to demonstrate and promote good practice in line with the ethos of the College | ✓ | |
| Understanding of safeguarding issues and promoting the welfare of children and young people | ✓ | |

Ivy Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.