



**North East  
Learning Trust**

**Cleaner**  
**Sacriston Academy**  
Applicant information pack

# **Cleaner**

## **Required January 2023**

**Grade 1, SCP3**

**£20,812 per annum FTE, Actual salary £4,835 per annum**

**10 hours per week (Monday to Thursday 16.30-18.30, Friday 16.00-18.00)**

The North East Learning Trust are seeking to appoint a highly motivated Cleaner to join our team and our school community. This appointment will be based in Sacriston Academy. The successful candidate will work as part of a wider team to undertake cleaning duties and ensure high standards of cleanliness and hygiene are met.

Our vision is simple and is shared by all schools across the North East Learning Trust family. It is that every child experience excellence every day.

Our primary aim is for each young person to be both courageous and caring, resilient and determined as they strive for excellence.

### **We are committed to:**

- A vibrant learning community with enthusiastic and engaging children
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

### **The successful candidate will:**

- have relevant cleaning experience
- have the ability to work methodically, effectively and efficiently
- be flexible in their approach to work
- work well as part of the team
- support the wider aspects of school life.

### **Deadline: 5<sup>th</sup> December 2022**

Interviews taking place 7<sup>th</sup> December 2022

### **How to apply:**

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to [admin@sacristonacademy.co.uk](mailto:admin@sacristonacademy.co.uk) or by post to Beth Brockwell, Sacriston Academy, Witton Road, Sacriston DH7 6LQ.



# Job description

**Post title:** Cleaner  
**Responsible to:** Cleaning Supervisor  
**Responsible for:** Cleaning of the school  
**Salary Band:** Grade 1 SCP3

## JOB PURPOSE

Working part of a wider team to undertake cleaning duties and ensure high standards of cleanliness and hygiene are met and maintained.

## Duties and responsibilities

- To ensure all waste bins are emptied and refuse is removed and taken to the designated disposal point to ensure the site is clean and tidy and meets with health and safety requirements.
- To clean all furniture and fittings including ledges, pipe work and radiators, ensuring high standards of cleanliness and hygiene are met and maintained.
- To clean all sanitary fixtures and fittings including the lavatories, washroom facilities and showers etc, ensuring all areas are maintained to the required standards of health and safety, reporting any damaged or broken facilities, or other maintenance issues to the appropriate member of staff
- To carry out vacuuming in all carpeted areas ensuring correct use, carrying and storage of equipment.
- To clean all other floor areas appropriately i.e. sweeping, mopping, polishing etc, ensuring wet floor H&S hazard signs are used when required to ensure wellbeing of staff / pupils is maintained.
- To clean up of biological hazards in a safe manner.
- To use floor scrubbing machines when required, following correct operating procedures to ensure personal and others safety and wellbeing.
- To assist in the whole school clean during school closure as per the school cleaning programme.
- To check windows and doors are free from damage and closed after cleaning has been carried out to ensure the facilities are locked and secured appropriately.

## General

- To work with and support your team.
- To attend any training courses relevant to the post including, ensuring continual personal and professional development.
- To present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- To comply with the requirements of the H&S at Work Regulation
- To comply with H&S, report incidents / accidents / hazards
- To be proactive to protect both yourself and other in H&S Matter.

**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.**

## **Health and Safety**

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

## **Safeguarding**

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.



## Person specification

	Essential	Desirable
Education/training		<ul style="list-style-type: none"> <li>Knowledge of health and safety, COSHH, manual handling etc.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Relevant cleaning experience</li> </ul>	<ul style="list-style-type: none"> <li>Experience within education sector</li> <li>Experienced using cleaning equipment</li> </ul>
Aptitude and skills	<ul style="list-style-type: none"> <li>Ability to work methodically, thoroughly and to a consistently high standard to ensure work is carried out effectively and efficiently.</li> <li>Ability to prioritise workload</li> <li>Good communication skills</li> <li>Good organisation skills</li> </ul>	<ul style="list-style-type: none"> <li>Ability to adhere to strict health and safety regulations etc.</li> <li>Experience in use of cleaning equipment</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Good work ethic               <ul style="list-style-type: none"> <li>Positive</li> <li>Professional</li> <li>Flexible</li> <li>Team Player</li> </ul> </li> <li>Good attention to detail</li> <li>Be able to work as part of a team as well as on own initiative</li> <li>Ability to operate cleaning equipment</li> </ul>	

### **References:**

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

### **DBS:**

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

### **Pre-occupational health:**

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

### **Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met