

Dear Candidate

Cleaner

I am delighted that you are interested in applying for the role of Cleaner at Eggbuckland Community College.

Eggbuckland is a wonderfully caring and positive school who put students at the centre of everything we do. We have extremely high expectations of our students and pride ourselves in our 'Everyone Can' ethos. We firmly believe that every student deserves a great education, regardless of their starting point and we are committed to enabling all students to flourish academically and develop into exceptional young people.

Students are encouraged to develop a love of learning, to think for themselves and to maximise their full potential. As part of Westcountry Schools Trust, we work collaboratively within our family of schools to ensure that all students and staff have to best possible experiences and opportunities.

I look forward to reading your application.

Yours faithfully

Heather Lilley



Eggbuckland Community College

Job Description

Job Title:	Cleaner
Location:	Eggbuckland Community College
Grading:	NJC Grade A
Hours:	12.5 hours per week, (Monday to Friday, 3.15pm to 5.45pm), 41 weeks per annum (38 term time weeks, 1 week non-pupil days, 2 weeks summer clean undertaken in August)

Responsible to: Cleaning Supervisor

The following is only an outline of the duties and responsibilities of the post, which may change from time to time. This job description may be altered from time to time following consultation with the post holder in line with the changing needs of the College. This job description will be reviewed at least every two years. In all its activities the College follows a policy of continuous improvement.

The main duties of the post are as follows. In all its activities, the post holder will not attempt to carry out tasks beyond his/her competence and/or training.

The post-holder will:

1. Work as part of a team providing an efficient cleaning service for all parts of the College according to the cleaning specification and to instructions, individually or as part of a team, carrying out any cleaning duties that are necessary to meet the required standards (e.g hygiene clean, prestige clean, sanitary clean, standard clean) within a designated area.
2. Assist in the moving of furniture and moveable fittings. Operating in accordance with manual handling best practice.
3. Refill toilet paper holders and dispensers (soap and hand gel), and deal with other consumables as required.
4. Carry out external cleaning duties (e.g. window cleaning, sweeping, litter picking, emptying bins).
5. Report immediately any premises defects or vandalism or graffiti to the Cleaning Supervisor, Facilities Manager or Duty Caretaker.
6. Report immediately any health and safety problems to Cleaning Supervisor, Facilities Manager/Caretaker or to any senior member of the College staff; observe all health and safety requirements during cleaning operations with regard to process and materials; wear the uniform provided, including identity badge.



7. Report any defects in cleaning equipment (e.g. damaged cables, cracked plugs) immediately to the Cleaning Supervisor or Facilities Manager/Duty Caretaker.
8. Take part in training where necessary and instructed.
9. Be courteous towards the staff, students and visitors of/to the College and support the ethos of the College in carrying out his/her duties to the best of his/her abilities.
11. Undertake such other duties as may be necessary of a similar level or nature.



PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
Qualifications:			
Relevant qualifications and/or have experience relevant to the role	E	✓	
Willingness to undertake relevant training	E	✓	✓
Experience:			
Understanding for correct usage of relevant chemical-based cleaning products	E	✓	✓
Be able to follow straightforward oral and written instructions	E	✓	✓
Previous experience of work-related cleaning	D	✓	✓
Previous experience of manual handling	D	✓	✓
Basic knowledge of Health and Safety at Work Act	D	✓	✓
Knowledge, Skills and Abilities:			
Good communication skills	E	✓	✓
Organisational skills	E	✓	✓
Ability to work as part of a team	E	✓	✓
Adaptability and flexibility	E	✓	✓
Ability to lift and carry equipment with good levels of fitness	E		✓

VALUES-BASED BEHAVIOURS:			
Compassion:			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	✓		✓
Aspiration:			
Works to high expectations, modelling the delivery of high-quality outcomes	✓		✓
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	✓		✓
Integrity:			
Acting always in the interests of children and young people,	✓		✓



Acting with a consistent and uncompromising adherence to strong moral and ethical principles	✓		✓
Communicating with transparency and respect, creating a working environment based on trust and honesty	✓		✓
Collaboration:			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	✓		✓

Signed Date