



COCKBURN
MULTI-ACADEMY TRUST
TRANSFORMATION TO EXCELLENCE



Recruitment Booklet

Cleaning Operative

Job Description – Cleaning Operative

Post: Cleaning Operative
Required: As soon as possible
Pay scale and salary: A1, SCP 2, £11.59 per hour
Contract Type: All year round or Term time only
Permanent
Hours of work: 15 hours per week

Job Title: Cleaning Operative

Accountable to: Cleaning Supervisor

Purpose of the Role: To be responsible for maintaining a high level of cleanliness throughout the academy building.

Main Duties:

Cleaning in all kinds of areas within the academy building i.e.

- Toilet/Hygiene Areas
- Corridors/Landings/Staircases/Entrances
- Technology i.e. product design, resistant materials, food etc.
- Classrooms and Offices
- Hall

Use of mechanical cleaning equipment i.e.

- Suction Cleaners
- Scrubbing/Buffering Machines
- Hot Water Extraction Machines
- Combined Scrubber/Drier Machines
- Wet Suction Machines

Handling and use of cleaning materials in accordance with recommended procedures.

High level cleaning, using appropriate equipment.

Undertake special cleaning programmes during academy closure or other designated periods in compliance with the specification for the premises.

Washing of walls, windows, glass.

Collect and dispose of waste in appropriate manner. Clean and maintain waste bins.

Working to the academy's operational specifications and quality assurance work schedules.

Be able to work as part of a team and act on instructions.

To wear appropriate protective clothing including masks, aprons, rubber gloves etc

Attending appropriate training courses/seminars as requested and any other duties commensurate with the post.



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Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributed will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Essential	Desirable	MOA
Ability to work as part of a team	*		A/S
Ability to relate to people in person	*		S
Ability to deal with day-to-day issues on own initiative	*		S
Ability to move and use cleaning equipment	*		A/R/S
KNOWLEDGE/QUALIFICATIONS	Essential	Desirable	MOA
Awareness of understanding of basic safety and hygiene measures	*		A/S
Working knowledge of relevant policies/codes of practice/legislation	*		A/S
Knowledge of Health and Safety procedures and precautions	*		A/S
Knowledge of COSHH regulations when using chemicals		*	A/S
Willingness to develop knowledge of use of ICT and other specialist equipment/resources	*		A/S
Knowledge of moving and handling procedures		*	A/S
Knowledge of basic fire regulation requirements		*	A/S
Knowledge of using mechanical cleaning equipment		*	A/S
EXPERIENCE	Essential	Desirable	MOA
Experience of working as part of a team	*		A/S
Cleaning experience		*	A/S
Experience of organising work tasks and duties to meet appropriate service standards e.g. in terms of timeliness, accuracy and customer care		*	A/S
BEHAVIOURAL AND OTHER CHARACTERISTICS	Essential	Desirable	MOA
Willing to abide by the Academy's policies in carrying out all duties of the post, and as an employee	*		S
Willing to carry out all duties having regard to an employee's responsibility under the school's Health and Safety Policies	*		A/S



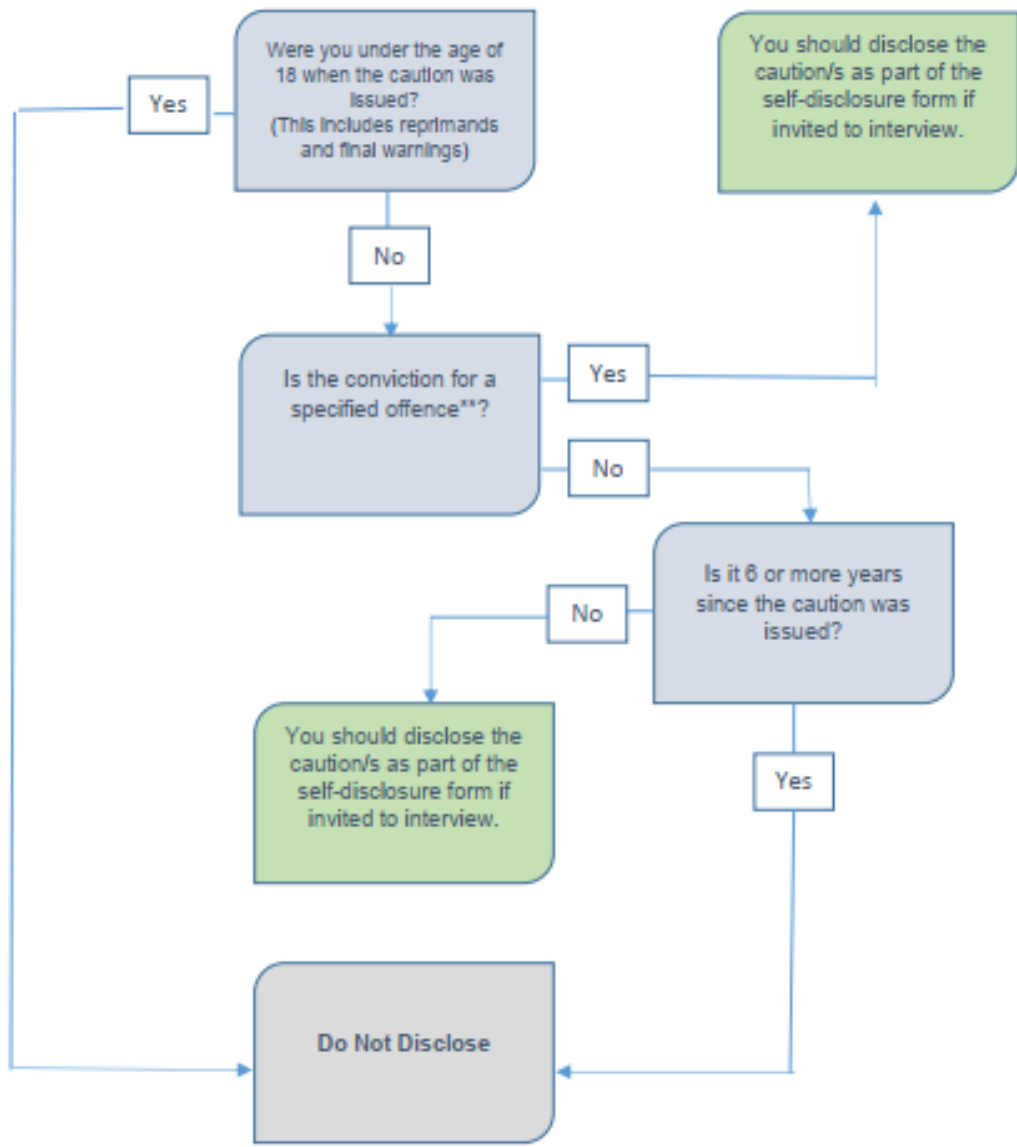
To display a responsible and cooperative attitude to working towards the achievement of the academy's ethos, aims and objectives	*		S
An ability to respect sensitive and confidential work	*		S
Commitment to own personal development and learning		*	A/Q/S
Ability to drive or travel in order to fulfil the requirements of the role	*		A/S
The postholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.	*		A/Q/S
Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.			
METHOD OF ASSESSMENT (MOA)	A =	Application Form	
	Q =	Qualification Certificate	
	R =	References	
	S =	Selection Process	



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Disclosure of a Caution
(this includes reprimands and final warnings)



**<https://www.gov.uk/government/publications/dbc-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Disclosure of a Conviction
Please work this through for each conviction you have separately even if they were part of the same legal proceedings

*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf

**<https://www.gov.uk/government/publications/dbc-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

