



**HERMITAGE  
ACADEMY**

We're looking for a  
**Cleaner**  
to join our team!

# Cleaner

## Required as soon as possible

Salary SCP 3 £15,197.39 (FTE)

Monday - Friday 3:15-6:15pm, 15 hours per week.

The North East Learning Trust are seeking to appoint a Cleaner at Hermitage Academy. We are looking for a suitable candidate to work individually or as part of a team to undertake cleaning duties and ensure high standards of cleanliness and hygiene are met and maintained.

### The successful candidate will:

- Have knowledge and understanding of Health and Safety.
- Be able to work as part of a team and individually
- Encourage high standards of cleanliness at all times
- Be a positive role model to all members of our school community
- Maintain a safe and caring atmosphere for all our children

### We can offer:

- A vibrant learning community with highly motivated children
- A positive and caring ethos
- An excellent working environment
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body
- Opportunities for continuing professional development

### How to apply:

**Wednesday 26<sup>th</sup> February, 12.00 noon.**

Shortlisting 27<sup>th</sup> February with interviews held w/c 2<sup>nd</sup> March.

All visits to the school are warmly welcomed.

Please contact the school office on **0191 388 7176** to arrange a visit.

Letters of application should be no more than two sides of A4 and should be returned with application forms to [faye.chase@nelt.co.uk](mailto:faye.chase@nelt.co.uk).

# Job description

## Responsible to

Cleaning supervisor

## Job purpose

We are looking for a suitable candidate to work individually or as part of a team to undertake cleaning duties and ensure high standards of cleanliness and hygiene are met and maintained.

## The key duties of this post will generally include:

- 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, wash room 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
- Carry out vacuuming in all carpeted areas ensuring correct use, carrying and storage of equipment.
- 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 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.
- To attend any training courses relevant to the post including, ensuring continual personal and professional development.
- Role requires working with a team.
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- Comply with the requirements of the H&S at Work Regulation
- Comply with H&S, report incidents / accidents / hazards
- To be proactive to protect both yourself and other in H&S Matters
- The Post holder may undertake any other duties that are commensurate with the post.

**The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.**

**This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.**

## Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> <li>A good standard of education</li> </ul>	<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> </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> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Excellent organisation skills</li> <li>Excellent attention to detail</li> <li>Excellent communication skills</li> <li>Ability to prioritise workload</li> <li>Team player</li> </ul>

### References:

Any relevant issues arising from references will be taken up at interview.

### DBS and pre-occupational health:

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

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

### **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.

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