LET Logo Thumb

**Corporation Road, Darlington, DL3 6AR**

www.corporationroadschool.co.uk

Telephone 01325 244940

Email: admin@corporationroad.darlington.sch.uk

**Cleaning Operative**

**Salary: Band 1 SCP 3 (£5,624)**

**10 hours per week**

**Monday – Friday (2 hours per day)**

**Fixed Term until July 2024**

We are looking to recruit a cleaning operative to join our established team.

The successful candidate must have good communication skills and the ability to maintain a high standard of cleaning.

The post will be based in Corporation Road Primary School however, the Trust reserves the right to require you to work at other schools in the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Corporation Road Primary School is part of the Lingfield Education Trust. The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE) will be undertaken before an appointment is confirmed.

If you are interested in the role, an application pack and further information can be requested from Janet Sowerby, Office Manager, on 01325 244940 or by email [admin@corporationroad.darlington.sch.uk](mailto:admin@corporationroad.darlington.sch.uk). Applications must be returned to [admin@corporationroad.darlington.sch.uk](mailto:admin@corporationroad.darlington.sch.uk) by email marked for the attention of the Janet Sowerby.

**Closing Date: 25th September 2023**

**Interview Date: 28th September 2023**

**CORPORATION ROAD PRIMARY SCHOOL**

**JOB DESCRIPTION**

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| **POST TITLE :** | **Cleaning Operative** |
| **GRADE :** | **Band 1 (SCP 3)** |
| **REPORTING RELATIONSHIP** | **Reporting to the Caretaker** |
| **JOB PURPOSE :** | **To clean the designated areas in line with the schools quality procedures and work programmes in a safe and efficient manner** |
|  |  |

**MAIN DUTIES/RESPONSIBILITIES**

1. To clean all allocated areas, as instructed by the Caretaker, which may include any or all of the following ;

* Toilets and washrooms
* Offices, classrooms and meeting rooms
* Corridors and walkways
* School Halls
* Doors, windows and sills to a safe reachable level

*(Please note this list is not exhaustive)*

*Cleaning duties and areas are not fixed and maybe subject to change from time to time with other cleaners.*

1. To respond to communication with customers / clients and colleagues.

1. To ensure that a high standard of work is maintained in accordance with Quality Systems
2. To comply with Health and Safety policy and systems, including COSHH regulations.
3. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
4. The post holder must carry out his/her duties with full regard to the Trust’s Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
5. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
6. Any other duties of a similar nature related to the post which may be required from time to time.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.**

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY DBS BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.*

#### CORPORATION ROAD PRIMARY SCHOOL

**CLEANING OPERATIVE, PERSON SPECIFICATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ESSENTIAL** | | | | **DESIRABLE** | | |
|  | **Criteria No.** | ATTRIBUTE | **Stage Identified** | Criteria **No.** | ATTRIBUTE | **Stage Identified** |
| **Experience & Knowledge** |  |  |  | D1 | Previous cleaning experience in either industrial or contract setting | AF,I,R |
|  |  |  |  | D2 | Knowledge of Health and Safety practices at work | AF,I,R |
| **Skills** | E1 | Good verbal communication skills | I, R | D3 | Previous experience of using a range of different cleaning equipment and tools | AF,I,R |
|  | E2 | Experience of working with a range of people | AF,I,R | D4 | Manual handling training and experience | AF,C |
|  | E3 | Ability to maintain high standard level of cleaning | I,R, |  |  |  |
| **Special Requirements** | E4 | Motivation to work with children | AF,I,R,D |  |  |  |
|  | E5 | Ability to form and maintain appropriate relationships and personal boundaries with children | AF,I,R,D |  |  |  |
|  | E6 | Emotional resilience in working with challenging behaviors and attitudes to use of authority and maintaining discipline | AF,I,R,D |  |  |  |

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| --- | --- |
| Key – Stage identified |  |
| AF | Application Form |
| C | Certificates |
| T | Tests |
| P | Presentation |
| I | Interview |
| R | References |
| D | Disclosure Check |

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references