

TITLE: Cleaner

SCHOOL: Beacon Primary School,
Peter Martin St, Horwich, Bolton, BL6 7AL

DIRECTORATE: Forward as One Multi Academy Trust

REPORTING TO: Headteacher

GRADE: NJC 02 – NJC 03, £23,656 – £24,027 Per Annum Pro Rata

CONTRACT: Permanent, All year round

HOURS: All year round, 16.5 hours per week
Monday/Friday 3.00pm -6.00pm
Tuesday/Wednesday/Thursday 3.00pm – 6.30pm

PURPOSE OF POST: Assist in the provision of a clean and safe working environment for the school.

MAIN DUTIES

1. To deliver a cleaning service against an agreed specification in the school.
2. To keep cleaning equipment in a safe and clean condition and to report any unsafe electrical equipment to the office immediately.
3. To store chemicals/consumables in a safe and secure place and to ensure efficient and effective usage.
4. To order chemicals/consumables as necessary either through the Cleaning Supervisor ensuring that stock levels do not fall to an unacceptable level.
5. To inform line management of problems actual or potential relating to delivery of cleaning service.
6. To promote customer relationship with on site clients.
7. To carry out any other duties as management may require.

8. **Develop oneself and others** – To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others.
9. **Valuing Diversity** –To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

Closing date: Friday 29th November 2024 – 12pm

Start Date: As soon as possible

Please send any queries to: HR@fa1.uk

Safeguarding Statement:

In line with Keeping Children Safe in Education 2024, as part of our recruitment process we will carry out an online search on shortlisted candidates to identify any comment, image or other content that could cause reputational damage to the trust and/or give rise to a safeguarding concern. If we discover anything during our searches this will be passed on to the recruitment manager and discussed during interview.

This role is subject to an Enhanced DBS plus Children's Barred List Check.

Pre-employment checks will be undertaken before appointment is confirmed.

PERSON SPECIFICATION

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
1. Skills and Knowledge	
1. Conscientious attitude towards work duties.	Application Form/Interview
2. Able to maintain a high standard of work.	Application Form/Interview
3. Sufficiently literate and numerate to cope with routine job documentation.	Application Form/Interview
4. Ability to work under own initiative and as a member of a team.	Application Form/Interview
5. Ability to accept and understand verbal and written communication.	Application Form/Interview
6. Valuing Diversity – Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people’s strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.	Application Form/Interview
7. Developing Self and Others - Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others’ learning and share learning with others	Application Form/Interview

2. Experience/Qualifications/Training etc	
1. Able to operate associated equipment	Application Form/Interview

3. Work Related Circumstances	
1. Able to work early mornings and late evenings	Application Form/Interview