

LEARNING TOGETHER

CORNWALL EDUCATION LEARNING TRUST



Cleaner

Job Description & Person Specification

www.celtrust.org



Location

The job is based at Brannel School, Rectory Road, St Stephen, Saint Austell PL26 7RN.



Our Mission

At Brannel School we want to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective, and strength of character prepare them to make a meaningful difference in the world. What kind of students are we creating?

- *Enterprising Learners* who are creative, innovative and well-placed to enjoy future success.
- *High Performers* who have the ambition, drive and opportunity to 'climb the mountain' to the best universities and professions.
- *Honourable Leaders* with the confidence, integrity and commitment to make a positive contribution to our global community.

Our Values: EXCELLENCE | CREATIVITY | COMMUNITY

About Us

Brannel School is situated in the heart of rural Cornwall's China Clay communities and offers 850 places to students aged 11-16. Our facilities are second to none; the school was completely redesigned and rebuilt in 2011 as a 'School of the Future' at a cost of over £17m. We aim to be a truly outstanding school, delivering the very best educational opportunities, nurturing academic excellence, and fostering ambition in every one of our students.

About this Job

We are seeking to appoint a reliable individual who can work as a member of a team of cleaners. The successful candidate will be joining a professional and supportive team who maintain the high standard of cleanliness and hygiene of the school site.

The successful candidate will have:

- Be self-motivated and able to work constructively, either alone or as part of a team.
- Be suitable to work with children and young people.
- Have good organisational skills – ability to work to deadlines and methodical approach to work.

We will offer you:

- An energising and supportive working environment with high expectations and standards.
- Students who are just beginning to make life goals; who are enthusiastic to look beyond the narrow confines of rural Cornwall.
- Colleagues who are reflective, committed professionals; who are motivated by challenge and willing to go the extra mile for our students to achieve the very best results.
- A well-resourced school with 21st century teaching and learning facilities.

Cornwall Education Learning Trust

Brannel School is part of the Cornwall Education Learning Trust (CELT). CELT has developed a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level to senior leadership.

Our people are at the heart of our success. We look for talented individuals who share our vision for creating exceptional places of learning in order to ensure that every CELT pupil has access to the best possible education

Contact Details

If you wish to visit the school in advance of the application submission date, please contact Christine Thomas (School Administrator) on **01726 822485**.

Job Description

Post Title:	Cleaner
Salary/Grade:	Grade B (£17,189 gross per annum – proportionately reduced for term time working)
Contract:	30.25 hours per week, Term Time plus 5 INSET days plus 12 additional days during school holidays (41.4 working weeks, 47.4 paid weeks)
Reporting to:	Premises & Site Manager and Cleaner in Charge
Responsible for:	No supervisory responsibility
Liaising with:	Site team

Main Purpose of Job

- As a member of a team of cleaners or as a lone worker, to undertake cleaning of specific areas of the school building and facilities in order to maintain a high standard of cleanliness, hygiene and security of the school buildings and grounds at all times.

Main duties and responsibilities

- To undertake a set daily cleaning programme to ensure high standards of cleanliness throughout the area for which the postholder is responsible.
- To operate cleaning machinery and other equipment appropriately and in a safe manner.
- To undertake major periodic cleaning activities during the school holiday (e.g. internal window cleaning; scrubbing, stripping and resealing polished floors; and cleaning carpets, light fittings, walls, blinds, upholstery etc.)
- To prepare and clean rooms for meetings, as requested by the Premises and Site Manager.
- To report to the Premises and Site Manager any major defects in building, equipment and security systems observed in the course of duties.
- If required, to maintain an adequate stock of cleaning materials from approved suppliers and to ensure cloakrooms are stocked with soap, towels etc.
- To undertake emergency cleaning (soiling of toilets, sickness, floods etc.) as necessary.
- To remain aware of and work within all relevant school and Trust working practices, policies and procedures.
- To attend staff meetings and school-based INSET as required.

- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Trust's Equal Opportunities Policy, Disciplinary and Grievance Policies, Code of Conduct and national legislation (including Health and Safety and Data Protection).
- To maintain confidentiality of information acquired in the course of undertaking duties for the school and the Trust.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
 - To undertake other duties appropriate to the grading of the post as required.

Brannel School
Person Specification

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job.

Attributes	Essential	Desirable	How Identified
<u>Relevant Experience</u>		<ul style="list-style-type: none"> ➤ Previous experience of cleaning duties ➤ Previous experience in a school environment. 	<p>Application Form</p> <p>Interview</p>
<u>Education, Training and Knowledge</u>		<ul style="list-style-type: none"> ➤ Functional standard of literacy and numeracy. ➤ Working knowledge of Health & Safety at Work Act and COSHH regulations. 	<p>Application Form</p> <p>Interview</p>
<u>Personal Qualities and Skills</u>	<ul style="list-style-type: none"> ➤ Self-motivated and able to work constructively either alone or as part of a team. ➤ Suitable to work with children and young people. ➤ Good organisational skills - ability to work to deadlines and methodical approach to work. 		<p>Application Form</p> <p>Interview</p> <p>References</p>
<u>Any Additional Factors</u>	<ul style="list-style-type: none"> ➤ Physical fitness for meeting physical demands of role. 	<ul style="list-style-type: none"> ➤ Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. 	<p>Application Form</p> <p>Interview</p>

Pre-Employment Checks

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK and an Enhanced Disclosure and Barring Service (DBS) check.



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Units 15 & 16 St Austell Business Park, Treverbyn Road, Carclaze, St Austell, Cornwall, PL25 4FD