



**North East  
Learning Trust**

**Cleaner**  
**Hermitage Academy**  
Applicant information pack

**Cleaner**  
**Permanent**  
**Required asap**  
**15 hours per week**  
**Whole time**  
**Grade 1 SCP3**  
**£22,737 per annum FTE**  
**Actual salary £7,960**

Hermitage Academy is a part of the North East Learning Trust and is seeking to appoint a cleaner to join our dedicated team.

This appointment will be based in Hermitage Academy where we have an exciting opportunity for you to join a school that has undergone real change and is on a strong, upward trajectory.

Hermitage Academy is a mixed 11-16 comprehensive school with a rapidly growing sixth form with over 1000 students from Chester-le-Street and the surrounding areas.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

**We are committed to:**

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

**We will offer you:**

- National Terms and Conditions of Employment
- Local Government Pension Scheme
- Generous holiday entitlement of 32 days (pro rata for part time staff)
- Up to 1 day paid leave for staff wellbeing
- Lifestyle Savings – range of discounts from top retail brands
- Discounted gym membership
- 24/7 Employee Assistance Programme and wellbeing portal

**The successful candidate will:**

- Be proactive and self-motivated.
- Have a flexible approach to work.



### **How to apply:**

Application packs can be downloaded from our website.

**Deadline:** noon, 9<sup>th</sup> July 2024

Application forms should be returned to [Hannah.boundy@hermitageacademy.co.uk](mailto:Hannah.boundy@hermitageacademy.co.uk) or by post to Hannah Boundy, Assistant Support Services Manager, Hermitage Academy, Waldrige Lane, Chester le Street, Co Durham, DH2 3AD. You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.



# Job description

**Post title:** Cleaner  
**Responsible to:** Cleaning Supervisor  
**Responsible for:** Cleaning of the school  
**Salary Band:** Grade 1 SCP3

## JOB PURPOSE

Working part of a wider team to undertake cleaning duties and ensure high standards of cleanliness and hygiene are met and maintained.

## Duties and responsibilities

- 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, washroom 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
- To carry out vacuuming in all carpeted areas ensuring correct use, carrying and storage of equipment.
- To 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 clean up of biological hazards in a safe manner.
- 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.

## General

- To work with and support your team.
- To attend any training courses relevant to the post including, ensuring continual personal and professional development.
- To present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- To comply with the requirements of the H&S at Work Regulation
- To comply with H&S, report incidents / accidents / hazards
- To be proactive to protect both yourself and other in H&S Matter.

**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.**





## Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

## Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.



# Person specification Cleaner

	Essential	Desirable
Education/training		<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 the education sector</li> <li>Experience 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> <li>Ability to prioritise workload</li> <li>Good communication skills</li> <li>Good organisation skills</li> </ul>	<ul style="list-style-type: none"> <li>Ability to adhere to strict health and safety regulations</li> <li>Experience in the use of cleaning equipment</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Good work ethic; Positive</li> <li>Good attention to detail</li> <li>Be able to work as part of a team as well as on own initiative</li> </ul>	

## References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

## DBS:

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.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list

check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

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

**Pre-occupational health:**

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

**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.

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