Job Description & Person Specification
Cleaning Operative

T. 0161 883 2401 **E.** info@newbridgegroup.org **W.** www.newbridgegroup.org

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Job Description	
Job Title:	Cleaning Operative
Pay Grade / Scale / Range:	NJC point 3 See advert for actual hours and salary
Benefits & Perks:	Flexible Working/Local Government Pension Scheme Health Benefit Scheme; TOIL scheme
Working hours:	See advert for details
Location:	Allocated site across the New Bridge Group
Special circumstances:	Some out-of-hours working required at busy times.
Staff responsible to:	Premises Manager
Staff responsible for:	None
Accountable to:	CEO
Probationary period:	26 weeks for staff new to the organisation

New Bridge Group
Cleaning Operative

Purpose of the role

Working as either part of a team or under own initiative to contribute to a clean, hygienic and safe environment for young people, staff and visitors to the organisation.

Key Tasks

1. Clean surfaces, glass, fixtures and fittings, floors, walls, partitions and internal woodwork as instructed, using appropriate materials and equipment.
2. Clean toilets, changing rooms, showers and other sanitary areas.
3. Empty waste bins and dispose of rubbish as directed, working within the Group's/Council's recycling policy as appropriate.
4. Use a range of associated equipment, undertaking basic maintenance where appropriate and reporting faults in line with procedures.
5. Refill and replace consumables, making sure supplies used are stored safely and reporting when stocks are low to the appropriate person.
6. Complete basic record keeping as directed.
7. Follow health and safety policies and procedures to ensure risks and hazards are minimised for yourself, colleagues, young people and visitors.
8. Assist to maintain the security of the organisation's premises by securing entrances/exits as appropriate and reporting potential security breaches.
9. Switch off all unnecessary lights and appliances at the end of cleaning an area, following any special instructions to leave particular equipment on, e.g. for a science investigation.
10. Follow the appropriate procedure when incidents are seen or reported about the welfare of young people or safeguarding issues.

Standard Duties

1. To understand the importance of equality and diversity in the workplace and service delivery and promote equal opportunities for all.

2. To uphold and promote the values and the ethos of the Group.

3. To implement and uphold the policies, procedures and codes of practice of the Group, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.

4. To take a proactive approach to health and safety, working with others in the organisation to minimise and mitigate potential hazards and risks, and actively contribute to the security of the site, e.g. challenging a stranger on the premises.

5. To participate and engage with workplace learning and development opportunities to continually improve own performance and that of the team/Group.

6. To attend and participate in relevant meetings as appropriate.

7. To undertake any other additional duties commensurate with the grade of the post.

Contacts

Children and young people, colleagues within the organisation, staff of the local authority, other education and healthcare professionals, parents, carers and guardians and visitors to the Group.

Responsible to: Premises Manager

Responsible for: Not applicable

Special Conditions:

An enhanced Disclosure and Barring Service (DBS) check is required for this post

	DATE	NAME	POST TITLE
PREPARED	29/07/16	SSH	HR Manager
REVIEWED			
REVIEWED			

Person Specification
Cleaning Operative

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education	None		
Experience	Experience of a range of cleaning activities, such as using cleaning products, vacuuming, mopping, polishing and stain removals		AF / I
Skills & Abilities	Able to use a range of associated materials, tools, equipment and cleaning products Able to follow instructions and procedures Able to complete work to set deadlines Able to work in accordance with the school's health & safety policies Able to be flexible and to work on own initiative within school guidelines Able to carry out a range of tasks which can be physically demanding, e.g. lifting, carrying, stretching, crouching etc.		AF / I AF / I AF / I AF / I AF / I AF / I
Knowledge	Knowledge of a range of different methods for cleaning within a school environment Understand the reasons why a school environment needs to be safe and secure		AF / I AF / I AF / I

	Understanding of why both safeguarding and confidentiality are important in a school		
Work circumstances	To wear appropriate uniform and personal protective clothing (PPE)		I

Abbreviations: AF = Application Form; I = Interview.

NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview