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## Cleaner (Casual)

£11.79 per hour (Band 3 SCP 3)

Permanent & Temporary  
Ref 2024006

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Catcote Academy provides learning for a wide range of students with Learning Difficulties or Disabilities from the age of 11 to 18.

**We are looking to appoint experienced and enthusiastic cleaner to provide casual cover. You must therefore be available to work at short notice and a flexible approach to working arrangements is essential.**

You must be strongly motivated and possess the character needed to work in a demanding and often challenging environment.

**Closing date: 12<sup>th</sup> April 2024**

**Start date: ASAP**

**Interview: w/c 12/4/24**

**Completed application forms to be sent to:**

**Recruitment, Catcote Academy, Catcote Road, Hartlepool, TS25 4EZ**

**Or email [jobs@catcote.co.uk](mailto:jobs@catcote.co.uk)**

You will need to meet the requirements of the person specification in order to be offered an interview. Only applications submitted on the Trust's application form will be accepted. **Application forms can also be found at [www.catcoteacademy.co.uk](http://www.catcoteacademy.co.uk).**

We welcome applications regardless of age, gender, disability, ethnicity or religion.

Please see our website for our Privacy Notice (Job Applicants) regarding how we will use your personal information. Please note that online searches will be carried out on shortlisted candidates to help identify issues that may need to be explored at interview.

**The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.**

REHABILITATION OF OFFENDERS ACT 1974 - The position for which you are applying is exempt from this Act and requires an enhanced check to be made through the Disclosure and Barring Service (DBS), known as the disclosure process. You are therefore required to disclose any unspent convictions/cautions/bind-overs that you have received and any prosecutions that are pending against you. Enhanced Disclosure and check of the Children's and Adult's Barred list via the Disclosure and Barring Service is required for any successful candidate.

Please see the Privacy Notice (Job Applicants) on our websites for details of how we will use your personal data.

## **Job Description – Cleaner**

**Ensure a high level of cleanliness is maintained in all areas of the premises including classrooms and meeting rooms, offices, coffee shop, school hall, toilets and shower rooms, Jacuzzi, corridors and external areas etc**

### **Main Duties**

Clean and sanitise toilets, cloakrooms and showers  
Refill toilet roll dispensers and paper towels  
Replenish liquid soap dispensers  
Empty rubbish bins and collect waste and dispose of in an appropriate manner  
Dust, mop and sanitise hard floors  
Vacuum rugs and carpets and remove stains  
Clean and dust furniture including tables/desks, chairs, telephones and office equipment  
Clean and dust all fixtures & fittings, skirting, pipes and window ledges  
Clean and remove marks from walls, surfaces and doors  
Clean windows and internal glass / door glass  
Clean equipment after use  
Assist in cleaning kitchen areas and equipment as required  
Maintain and arrange orderly and secure storage of cleaning supplies, and refill and replace consumables  
Undertake basic record keeping and monitoring as directed  
Any other cleaning duties including the grounds of the facility as required

### **Other Duties**

Participate in regular staff meetings and training as and when required  
Willingness to work overtime if required  
Safeguard and promote the welfare of children/vulnerable adults for whom you have responsibility or come into contact with, to include adhering to all specified procedures  
Carry out duties with full regard to the Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner  
Comply with health and safety policies and systems, report any incidents/accidents/hazards and take proactive approach to health and safety matters in order to protect both yourself and others  
Any other duties of a similar nature related to the post, which may be required from time to time  
Comply with all Trust policies, including the no smoking policy

**Person Specification – Cleaner**

|                                   | Criteria No.     | Essential   | Stage Identified | Criteria No. | Desirable  | Stage Identified |
|-----------------------------------|------------------|---|------------------|--------------|--|------------------|
| <b>Qualifications</b>             |                  |   |                  |              |  |                  |
| <b>Experience &amp; Knowledge</b> | E1               | Experience of working as a cleaner, undertaking a range of cleaning duties  | AF,I,R           | D1           | Experience of Health & Safety Regulations relating to cleaning materials and equipment | AF,I,R           |
|                                   | E2               | Work individually with limited supervision  | AF,I,R           |              |  |                  |
| <b>Skills</b>                     | E3               | Well organised and methodical approach to work  | AF,I,R           |              |  |                  |
|                                   | E4               | Desire to deliver high quality service, good attention to detail  |                  |              |  |                  |
|                                   | E5               | Able to manage some lifting and carrying  | AF,I,R           |              |  |                  |
|                                   | E6               | Able to use initiative to deal with unexpected problems   |                  |              |  |                  |
|                                   | E7               | Demonstrate and promote positive values, attitudes and behaviour  | AF,I,R           |              |  |                  |
|                                   | E10              | Able to communicate clearly and follow instructions   | AF,I,R           |              |  |                  |
| <b>Special requirements</b>       | E11              | Ability to form and maintain appropriate effective working relationships and personal boundaries with children/young people | AF,I,R           |              |  |                  |
|                                   | E12              | A demonstrable commitment to supporting and promoting safeguarding and student welfare                                      | AF,I             |              |  |                  |
|                                   | E13              | A commitment to working as part of the whole school team and supporting the vision and aims of the school                   | AF,I             |              |  |                  |
|                                   | E14              | Respect for social, cultural, linguistic, religious and ethnic backgrounds – supporting equality and diversity              | AF,I             |              |  |                  |
|                                   | E15              | Enhanced Disclosure and check of the Children's and Adult's Barred List   | D                |              |  |                  |
| AF                                | Application Form |   |                  |              |  |                  |
| C                                 | Certificates     |   |                  |              |  |                  |
| I                                 | Interview        |   |                  |              |  |                  |
| R                                 | References       |   |                  |              |  |                  |
| D                                 | DBS disclosure   |   |                  |              |  |                  |