

**Application Pack and Job Description**

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**Newton Abbot College**

**Cleaner**

Ivy Education Trust is seeking to appoint committed individuals to join the College’s Premises Team, which is responsible for maintaining the highest standards for our students.

If you would like to work 2.5 hours per day, Monday to Friday, primarily during term time (with an additional 3 weeks being worked during the holiday periods), then we would like to hear from you.

The Ivy Education Trust works closely with all schools within the Trust and beyond. The Ivy Education Trust celebrates the diversity of each of its schools and is founded upon the alignment of vision and values that we all commonly hold to secure the best outcomes for our pupils.

The name of our Trust is inspired by the story of Dr Ivy Williams. Born in Teignbridge (Newton Abbot), in 1877, she managed what we would wish for all the children and young people of Teignbridge and surrounding area that we serve in our schools by fulfilling her childhood dreams and ambitions.

On 10 May 1922 Dr Ivy Williams became the first woman to be called to the Bar (formally recognised as a qualified Barrister of Law) of England and Wales.

The story of Dr Ivy Williams reminds us of the famous quote from Michelangelo:

*“The greater danger for most of us lies not in setting our aim too high and falling short; but in setting our aim too low, and achieving our mark.”*

The Ivy Education Trust supports and challenges all members of our learning community to dream big, aim high, and achieve more than they ever thought was possible.

If you share these visions and aspirations, then we very much welcome your application for this post.

Application forms and further information are available from our website, [www.ivyeducationtrust.co.uk](http://www.ivyeducationtrust.co.uk) or via email to [people@ivyeducationtrust.co.uk](mailto:people@ivyeducationtrust.co.uk)

**Interviews will take place once your application has been reviewed.**

**Job Description**

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| --- | --- |
| Job Title: | Cleaner |
| Location: | Newton Abbot College (TQ12 2NF) |
| Responsible to: | Caretaker with responsibility for cleaning |
| Salary:  Working hours: | Scale 1-2, Point 1-3 Starting salary £5,576  15:15 – 17:45 Monday – Friday, 12.5 hours per week, 41 weeks per annum |
| Contract:  Start Date: | Permanent  To be agreed |
|  | |
| **Key Purpose of Job:**   * As part of the Premises Team to provide an efficient, effective and responsive cleaning service. As a key member of the support team to work collaboratively with colleagues to achieve the College’s objectives. | |
|  | |
| **Main Duties:**   * To clean the college premises to a high standard. This will include toilet areas, replenishing consumable items (soap, toilet rolls, paper towels) when required, washing, sweeping, vacuum cleaning, dusting, polishing, litter picking and emptying bins * To move rubbish to designated collection points * To use cleaning products and equipment safely * To use electrically powered machines as required * To be involved in specialist and periodic cleans as required * To work flexibly and be adaptable with colleagues in the Premises Team to ensure the highest standards of safety, security, cleanliness and service are achieved * To be proactive in reporting items requiring repair or replacement to the Line Manager * To identify and report health and safety matters to the Line Manager * To maintain effective communication with both staff and students at all times * To adhere to working practices, methods and procedures, undertaking relevant training and development activities and responding positively to new and alternative systems * To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post   **Support team:**   * To support the achievement of the College’s objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required   *Other duties:*   * To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the college’s safeguarding policies * To place the safeguarding of all children in the college as the highest priority * To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person * To work in compliance with the Codes of Conduct, Regulations and policies of the College and its commitment to equal opportunities * To comply with the College’s Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual * To undertake training and personal development as and when identified by Line Manager * To undertake any other duties as deemed appropriate by the Principal   The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Chief Executive Officer or Trust board. | |

**Person Specification**

| **Criteria** | Essential | Desirable |
| --- | --- | --- |
| **Qualifications** |  |  |
| Basic level of education | **✓** |  |
| **Professional Experience and Knowledge** |  |  |
| Proven experience of commercial cleaning |  | **✓** |
| Ability to use cleaning machinery, eg, buffing machine |  | **✓** |
| Manual handling |  | **✓** |
| Customer Focused Environment |  | **✓** |
| **Personal Aptitudes, Qualities and Skills** |  |  |
| Highly motivated and enthusiastic | **✓** |  |
| High expectations of self | **✓** |  |
| High professional standards | **✓** |  |
| Knowledge of basic Health and Safety |  | **✓** |
| Able to work safely and effectively on own initiative | **✓** |  |
| Ability to work under pressure, prioritise and meet deadlines | **✓** |  |
| Flexible and adaptable approach | **✓** |  |
| Ability to work effectively as a member of a team | **✓** |  |
| Attentive to detail | **✓** |  |
| Ability to demonstrate and promote good practice in line with the ethos of the College | **✓** |  |
| Understanding of safeguarding issues and promoting the welfare of children and young people | **✓** |  |