

**Cleaner**

**Person Specification**

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| **Pay Scale/Grade:** | £9.00 per hour |
| **Hours of Work:** | 3.30-6.30pm Monday to Friday(15 hours per week) 52 weeks per year with holiday entitlement. |
| **Reports to:** | Site Manager |
| **Responsible for:** | Cleaning within the Academy and Nursery in accordance with procedures using a variety of methods including machinery/chemicals and adhering to safety regulations. |
| **Liaison with:** | Academy and Nursery Staff, Headteacher, Senior Leadership Team, Children, Parents/Carers |

The selection decisions will be based on the criteria outlined below. At each stage of the process, an assessment will be made by the appointment panel to determine the extent to which the criteria have been met.

When completing your covering letter, application form and person specification form, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

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| Qualifications: | * Some understanding of the importance of Health & Safety and Hygiene in the workplace * Good numeracy and literacy skills * Ability to use general cleaning products / machinery * Ability complete basic forms |
| Skills, aptitude, knowledge and experience: | * Previous experience advantageous but not essential * Ability to exchange routine verbal information clearly * Ability to follow instructions * Ability to follow Health & Safety procedures and understand COSHH guidelines * An organised and methodical approach * Ability to manage own time effectively * Understand procedures and legislation relating to confidentiality * A positive approach to learning and gaining new skills through teamwork and training opportunities |
| Newhall Ethos | * Understand the role of others working in the Academy and Nursery and to establish rapport and respectful trusting relationships with others * Fully supportive of the aims & ethos of the Academy and Nursery * Ability to ensure that the atmosphere is welcoming * Ability to support the vision for a high quality learning environment which promotes spiritual, moral, social and cultural development |
| Personal Attributes | * Energy and enthusiasm * Reliability and integrity * Sense of humour * A commitment to the ethos of the Academy and Nursery * Adaptability to changing circumstances & ideas. |
| Safeguarding | * Commitment to the safeguarding and protection of children and to the personal development of our pupils * Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety |

***Note to applicants:***

***Newhall Primary Academy and Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.***