

Job Description

Job Title:	Cleaner
Responsible to:	Group Cleaning Manager
Functional Liaison with:	Facilities Managers, Compliance Co-ordinators
Main Purpose:	The Cleaner will support the Cleaning Manager to provide required service in order to maintain the school's physical environment. Working alongside our cleaning and facilities teams ensuring that all service levels are maintained providing a clean, safe and secure, welcoming environment for all of our students, staff and visitors.

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

- Ensuring surface areas, floors, windows and other touchpoints are sanitised regularly.
- Dusting, sweeping, polishing, mopping and vacuuming designated areas to a high standard.
- Perform additional cleaning duties as and when required, such as mopping up spillages quickly and efficiently.
- Remove litter and empty bins.
- Glass cleaning and waste disposal.
- Use of equipment and machinery and handling cleaning chemicals.
- Replenish soap, toilet rolls and hand towels.
- Sanitise all sanitary wear.
- Follow Health & Safety and COSHH regulations.
- The above job description is not exhaustive, and the employee may be required to undertake any other reasonable duties in line with the general level of responsibility of the role.
- Eastern Education Group Service Limited works as a collective so you may be from time to time required to undertake any of the requirements of your role for any of our Group organisations.

PERSON SPECIFICATION

	Essential	Desirable	Measured
Education and Qualifications		- Cleaning and Support Services Skills - First Aid at Work trained or willingness to undergo training. - Proficiency in MS Office suite and cleaning management software	I,A,
Knowledge and Skills	- Knowledge of cleaning techniques, equipment, and products. - Ability to work in a team environment and autonomously. High energy, calm under pressure, team player.	Familiarity with health and safety regulations and compliance & cleaning standards	A,I,P
Experience	Previous experience in cleaning management or related field.		A, I,
Personal Qualities	- Demonstrates drive, resilience, open and ability to work effectively in a fast-paced environment and prioritize tasks. - Decisive and collaborative in equal measures. - Able to have difficult conversations, clearly explains initiatives in sufficient detail to gain understanding, and the support of internal and external customers.		A, I,
Training	- Willingness to attend, undertake any training or development as, or when appropriate. - Commitment to continuing personal development through continual professional learning.		A, I,

KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

Conditions of Service

1. EEG Services Limited (EEGSL) is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
2. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

We are passionate about promoting equality of opportunity and creating a working environment where diversity is recognised and celebrated and everyone has the chance to reach their full potential. Our environment is diverse in character and student population. We particularly welcome applications from candidates from Black Minority Ethnic origin and those with a disability.

EEGSL is committed to safeguarding our children and young people/vulnerable adults. We uphold fundamental British Values and expect all our employees to do the same. All appointments are subject to safer recruitment checks, including previous employment checks, online searches and an Enhanced DBS Check.

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the Group operates a policy of equality and diversity which protects employees, students and people who access the Group's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

EEGSL Character Strengths

We have eight character strengths that underpin all we do and we make it a priority to give our students the strength of character in order to shine above the rest when faced with employers or universities.

Not only do they apply to our students but also to our staff members and the reasons why EEGSL is such a fantastic place to work.

Take a look below:

- **Resilience** – We are strong as an organisation and all teams work together to achieve. If and when we are faced with challenges we respond efficiently and effectively at all times.
- **Optimism** – We use education as a catalyst for positive social change and prosperity for the community we serve, leaving no-one behind. We want to inspire our students.
- **Curiosity** – We are a curious organisation, always trying to seek out new opportunities and ways in which we can break boundaries in the world of education.
- **Confidence** – We are confident. We believe in all that we do and we appreciate the abilities and qualities of every single staff member. We celebrate our successes and we remain sure that we will continue to lead as a provider of education.
- **Ownership** – We take responsibility for every single student and every single staff member ensuring our main goal is that everyone at the Group is happy and achieving to their full potential. Our amazing wraparound support demonstrates this perfectly.
- **Self-Control** – We are disciplined as individuals and always put the needs of our students first.
- **Ambition** – We are an ambitious organisation. We are constantly evolving as demonstrated with the new STEM Innovation Campus.
- **Respect** – We respect our staff and students alike and we put the success of our students at the heart of all that we do, preparing them for their future.