



coop

Academies Trust

As a colleague at Co-op Academies Trust, you'll work within a diverse learning community, striving to deliver an outstanding working and learning experience for all. You will be joining a supportive, committed, and passionate team who work hard to ensure that everyone in our Trust can achieve their potential. And of course, you'll do all this whilst capturing the spirit of our vision and values and whilst role-modelling exceptional professional behaviours.

## Benefits

What you do here really counts. And we offer a range of benefits and rewards to recognise the part you play in our success. Whether they benefit your finances, your wellbeing, or your family, in or outside work. From career progression and working and making a difference within your local community, to a whole range of financial discounts and benefits, working at Co-op Academies Trust isn't just your standard job.

We offer competitive salaries and access to the Local Government Pension Scheme, as well as travel season ticket loans, 24-hour access to free money support, and for colleagues who want to save or need help managing finances we have savings and loan products which can be deducted from your pay.

We want you to stay happy and healthy. So as a support staff colleague you'll get the school holiday periods off work. And even better, we offer a free flu vaccine, cycle to work scheme; 24-hour access to free health and wellbeing support and discounted gym membership at Nuffield gyms.

We also offer a 10% discount on Co-op branded Food, with regular increased promotional discounts and offers at various points in the year.

## Our Values

Co-op Academies Trust is committed to the values shared by cooperatives everywhere:

Self-help	we support learners, parents, carers and staff to help themselves
Self-responsibility	we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions
Democracy	we give our learners, parents, carers and staff a say in the way we run our schools
Equality	we believe that the voice of each individual should be heard
Equity	we run our schools in a way that is fair and unbiased
Solidarity	we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

We strive to demonstrate the following ethical values in everything we do:

Openness	we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances
Honesty	we act in a professional and respectful manner in our dealings with everyone
Social responsibility	we maximise our impact on the people in our communities while minimising our footprint on the world
Caring for others	we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

We use our simple 'Ways of Being Co-op' to demonstrate our values:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

# Job title: Cleaning Assistant

Salary / grade range	Grade A1 SCP- 2 £12.26 P/H
Contract	25 Hours per week Morning & Afternoon Shifts Available Term Time Plus 4 Weeks
Location	Co-op Academy Brierley
Reports to	Estates Manager

## Purpose of role:

To undertake any duties and responsibilities relating to the effective and efficient running of the Cleaning Team.

## Key Accountabilities

To undertake cleaning duties to maintain a high standard of cleanliness within the Academy, as directed as well as:

- Undertake cleaning of allocated areas in line with specified standards as directed.
- Operate/use domestic and industrial cleaning equipment and materials, following appropriate training.
- Store allocated equipment and materials safely and securely.
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to the line manager immediately.
- Collect and dispose of waste.
- Refill and replace soap, towels and other materials.
- Undertake specialised cleaning programmes during school closures or other designated periods.
- Any other duties appropriate to the post.
- To ensure promotion and support of Equal Opportunities and Health & Safety.
- To undertake any other duties that are commensurate with the post.

## Working with Staff

The post holder will promote positive and professional working relationships between all staff within the Department and academy. They will also be expected to:

- Support the implementation of the academy's Performance Management policy.
- Follow the academy's quality assurance processes.

- Promote an inclusive environment and support the development of strategies to improve attendance.

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Trust. The post holder is required to undertake additional such duties as may reasonably be expected within the scope and grading for the post.

Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.

This school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to services.

This school is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

#### Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Knowledge/skills equivalent to current national qualifications level 1</li> <li>• Basic awareness of of relevant health and safety</li> </ul>	Desirable	A
<b>Experience</b> <ul style="list-style-type: none"> <li>• Cleaning skills and experience</li> <li>• Relevant experience in an academy setting</li> <li>• Understanding and experience of safeguarding standards and practices</li> </ul>	Desirable	A/I
<b>Skills, Ability and Knowledge</b> <ul style="list-style-type: none"> <li>• Basic numeric skills</li> </ul>		

<ul style="list-style-type: none"> <li>• Ability to work unsupervised and part of a team</li> <li>• Commitment to providing high standard of cleanliness within the academy</li> <li>• Prioritise and plan to ensure completion of tasks</li> </ul>		A/I
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Willingness to keep up-to-date with role specific practice</li> <li>• Is committed, resilient, robust and resourceful</li> <li>• A record of reliability and integrity</li> <li>• Demonstrates fairness, honesty and integrity in his/her existing practice and conduct as a professional</li> <li>• Humour, optimism and ambition</li> <li>• Willingness to learn and develop new skills and attend training where needed</li> <li>• To be able to understand and be committed to equal opportunities for all members of the academy community</li> <li>• Able to demonstrate a commitment to the behaviours and values of the co-op</li> </ul>		

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.