



Job Description

Job Title:	Cleaner (/Alpha Road, Gorleston)
Responsible to:	Managing Director
Reports to:	General Manager
Hours:	2 hours per day –Term-time only every Monday, Wednesday & Friday plus 2 weeks (Total 40 weeks)
Salary:	£3,335.39 Per Annum (£12.29 per hour)
Annual Leave:	25 days pro rata + bank holidays (payment to be included in salary above)

ACE are looking to recruit a cleaner to carry out cleaning duties tasks at ACE's training centres.

ACE is committed to health and safety and safeguarding students, promoting the welfare of all and expects all staff to share this commitment.

OUR VISION

To do the very best we can for each and every one of our students so that individually we make a difference, but collectively we change society for the better

OUR AIM

To provide opportunities for learning; supporting people to gain skills, qualifications and develop confidence to enable them to take up their place in society

ETHOS

To provide an individualised approach to understand and meet the needs of each student; working in partnership with the student, their families and carers, their school and other relevant agencies to provide the best possible help and support to re-engage people who are in danger of being marginalised in society

Key Purpose:

- To contribute to the health and safety of the premises at ACE by helping to provide a clean, well maintained and safe environment



- To ensure the health, safety, safeguarding and well-being of learners, staff and visitors to the centre in accordance with ACE's operating policies.
- To support all learners in achieving their potential by taking a pro-active, enthusiastic and flexible approach in accordance with ACE's ethos and operating procedures, policies and corporate strategy.

Core Responsibilities:

- Vacuuming, sweeping, and mopping floors of various types.
- Dusting countertops, desks, shelving and any other loose furniture.
- Scrubbing and sanitizing toilets, sinks, and kitchen fixtures.
- Refilling and restocking cleaning supplies and toiletries (hand wash, toilet paper, paper towels).
- Emptying bins.
- Washing tea towels, floor cloths and dusters on a weekly basis
- Disinfection and deep cleaning of specified areas, cleaning windows, dusting ceilings and light fittings as per schedule issued by line manager.
- Liaising with the line manager to ensure that you always have sufficient cleaning products.
- Reporting any breakages that occur during the cleaning process.
- Informing the line manager of repairs that need to be done.
- Awareness of and compliance with universal precautions relation on relevant Control of Substances Hazardous to Health (COSHH) safety data sheets for materials used.
- Cooperate with all staff.
- Follow health and safety regulations.

Requirements

- Proven experience in a similar role.
- Able to use a variety of cleaning products and equipment.
- Able to stand for extended periods of time.
- Excellent organisational skills.
- Able to complete tasks on time with minimal supervision.
- Knowledge of Safety Data Sheets / COSHH regulations.



Hours of Work

2 hours every Monday, Wednesday and Friday in term-time (time to be agreed - early mornings or late afternoons), plus 2 weeks (12 hours) per year to be completed in the holiday period as agreed with line manager.

Other Responsibilities

- To ensure the health, safety and well-being of learners, staff and visitors to the centre in accordance with ACE's operating policies.
- To ensure that all staff and learners are aware of and comply with ACE's safeguarding requirements and comply with ACE's safeguarding policies and practices.
- To contribute to and undertake risk assessments of both activities and people.

Other Duties

The post holder may be required to perform duties other than those outlined in the job description. The duties and responsibilities attached to this post may vary from time to time without changing the general character of the duties or level of responsibility entailed. The post holder may, at times, be required to work outside of normal office hours or at weekends. Such variations would not in themselves justify the re-evaluation of the post.

Police and Reference Enquiries

All appointments are made subject to satisfactory police and reference checks prior to appointment, and you will be required to complete an Enhanced Disclosure and Barring Service application form and evidence of identity must be provided.

Equal Opportunities

ACE is committed to ensuring that staff are appointed on the basis of merit, regardless of ethnic origin, sex or disability, sexual orientation, race, colour, nationality (within current legislation) Marital status, caring or parental responsibilities, ages or personal beliefs on matters such as religion and politics.