**Acorn Under Fives**

**Job Description**

**Job Title:** Cleaner

**Responsible to**: Lead Practitioner

**Responsible for:** None

**Job Purpose**: To undertake a full range of cleaning duties using domestic and industrial cleaning equipment to ensure all areas of Acorn Under Fives preschool are maintained to a specified quality standard.

**Main Duties**

* Clean floor space in play areas using appropriate techniques and equipment e.g. mops, sweeps, spray cleans, machine scrub, dry, buff and suction clean.
* Clean all internal surface areas e.g. walls, windows, work surfaces and sanitary appliances using appropriate techniques, equipment and materials e.g. washing; dusting; damp wiping; polishing and cleaning.
* Empty waste paper bins and removes waste to a designated area.
* Undertake other cleaning duties e.g. carpet and upholstery valeting, stain and de-scaling sanitary appliances.
* Undertake routine equipment safety checks, cleaning, maintenance and storage e.g. waste removal and filter cleaning.
* Replenish sanitary and hygiene supplies e.g. soap, hand towels and toilet rolls.
* Report faults, damage and breakages or any issue that may affect or impact on routine Early Years Programme activity.
* Maintain appropriate levels of security in all working areas to ensure confidentiality, safety and maintain site security.
* The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.
* You must carry out your duties with full regard to Acorn Under Fives Health and Safety Procedures.

**Essential Criteria**

* Previous experience and ability to use, clean and maintain a full range of industrial and domestic cleaning equipment and materials.
* Good understanding of the operational practices and working methods and work schedules involved.
* Understanding and awareness of the related Health & Safety issues associated with cleaning materials, equipment and premises.
* Ability to work on own initiative and demonstrate reliability with a positive attitude towards work.
* Basic communication skills.
* Ability to maintain appropriate levels of security in all working areas.
* Commitment to equal opportunities.

**Desirable Criteria**

* Previous cleaning experience in a similar environment.
* NVQ in Cleaning Services.

**Terms and Conditions**

Hours: 1 hour per day (Monday-Friday, outside of school hours 08:30-16:30), term time only

Salary Range: £6.50-7.50 per hour depending on experience, holiday pay is prorated

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a criminal records check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. The recruitment procedure to select and appoint this position will follow guidance set out the Safer Recruitment and Selection in Education Settings recommendations and will confirm to Acorn Under Fives policies on safeguarding and recruitment.



**ACORN UNDER - FIVES**

**Oaklands Infant School · Butler Road · Crowthorne · Berkshire · RG45 6QZ**

**Telephone Number 01344 752 752 www.acornunderfives.btik.com**

**Job application form**

|  |  |
| --- | --- |
| Application for the post of: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Job reference no: |  | Closing date: |  |

**Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: |  | Surname: |  |

|  |  |
| --- | --- |
| Address: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Home no: |  | Mobile no: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Work no: |  | Can we ring you at work? | Yes | No |

|  |  |
| --- | --- |
| Email address: |  |

**References**

Please give the names and full addresses of two people who can verify or confirm your employment record. One must be your line manager at your current/last employer. Please do not use relatives, partners or friends as referees.

|  |  |
| --- | --- |
| Name: |  |

|  |  |
| --- | --- |
| Position held and relationship: |  |

|  |  |
| --- | --- |
| Organisation name and address: |  |

|  |  |
| --- | --- |
| Telephone no: |  |

|  |  |
| --- | --- |
| Email address: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact the referee before interview? | Yes | No |  |

|  |  |
| --- | --- |
| Name: |  |

|  |  |
| --- | --- |
| Position held and relationship: |  |

|  |  |
| --- | --- |
| Organisation name and address: |  |

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| --- | --- |
| Telephone no: |  |

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| --- | --- |
| Email address: |  |

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| --- | --- | --- | --- |
| May we contact the referee before interview? | Yes | No |  |

**Recruitment monitoring form – confidential**

We are committed to equal opportunities in employment. As part of this policy, all applicants for employment are requested to complete this section for the purposes of monitoring the policy and it will be separated from your application. The information it contains will not be used in deciding whether or not to invite you to interview or offer you employment. As an equal opportunities employer, we aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, sex, race, colour, marital status, religion, ethnic origin, nationality or sexual orientation. Please help us achieve our main aim by completing the following questions:

|  |  |
| --- | --- |
| Position applied for: |  |

|  |  |
| --- | --- |
| Name (forename(s) and surname in full): |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of birth: |  | Age: |  |

If you are invited to attend an interview or take up employment and require special arrangements please give details below:

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| Do you consider yourself to have a disability? | Yes | No |

|  |  |  |
| --- | --- | --- |
| Gender | Male | Female |

I would describe my race or ethnic origin as (please tick appropriate box):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **White** | | **Black** | | **Asian** | |
| White British |  | Black British |  | Bangladeshi |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White Irish |  | Black African |  | Pakistani |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White other |  | Black Caribbean |  | Indian |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Black other |  | Asian other |  |

|  |  |  |
| --- | --- | --- |
| **Chinese** | **Mixed** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Chinese |  | White and Black Caribbean |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Chinese other |  | White and Black African |  |

|  |  |  |
| --- | --- | --- |
|  | White and Black Asian |  |

|  |  |
| --- | --- |
| Other please state: |  |

**Only complete this section if the job description indicates that the post is exempt from the provisions of the Rehabilitation Act 1974.**

|  |  |  |
| --- | --- | --- |
| Have you ever been convicted, cautioned or reprimanded for a criminal offence? | Yes | No |

|  |  |  |
| --- | --- | --- |
| Are you on either of the 2 lists banning you from working with children or vulnerable adults imposed by the Disclosure and Barring Service (DBS)? | Yes | No |

If yes, please give details and dates in the space provided below:

|  |
| --- |
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|  |  |  |
| --- | --- | --- |
| Do you need a work permit to work in the UK? | Yes | No |

|  |  |
| --- | --- |
| National Insurance Number: |  |

How did you find out about this vacancy? (Please give the name of the newspaper/journal/website.)

|  |
| --- |
|  |

I consent to Acorn Under Fives, to hold the data in the equal opportunities section of this form in their database and manual file.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of applicant: |  | Date: |  |

**INTERNAL USE ONLY**

|  |  |
| --- | --- |
| **Applicant Reference Number:** |  |

**Qualifications achieved (start with the most recent):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Secondary Schools,**  **Colleges, Universities** | **From** | **To** | **Brief details of course and qualifications taken** | **Grade** |
|  |  |  |  |  |

**Study currently being undertaken:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Secondary Schools**  **Colleges, Universities** | **From** | **To** | **Brief details of course and qualifications taken** | **Grade** |
|  |  |  |  |  |

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| --- |
| Professional or other qualifications, apprenticeships, memberships of professional organisations: |
|  |

|  |
| --- |
| Other training you have received which you consider relevant: |
|  |

**Employment history**

**Current/most recent employment:**

|  |  |
| --- | --- |
| Name and address of employer: |  |

|  |  |
| --- | --- |
| Date started: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Until: |  | Notice required: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Job title: |  | Basic salary per annum: |  |

Brief description of duties:

|  |
| --- |
|  |

Reason for leaving:

|  |
| --- |
|  |

**Other employment/career history starting with the most recent:**

*For posts which involve working with children, please give your full employment history; accounting for any gaps (please continue on a separate sheet of paper if necessary).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post** | **From** | **To** | **Employer/organisation name and address** | **Reason for leaving** |
|  |  |  |  |  |

Please give details of other interests, including involvement in voluntary organisations, which you consider relevant:

|  |
| --- |
|  |

**Experience/relevant skills**

*Having read the job description and person specification, please state how your experience and achievements to date would make you a suitable candidate for this post. You should address each criteria detailed on the person specification and provide examples of how you meet these.*

*If you need to continue beyond this page of the form, please use A4 sized white paper.*

|  |
| --- |
|  |

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| --- | --- | --- | --- |
| Do you have a driving licence? | Yes | No |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have access to a vehicle? | Yes | No |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have access to public transport? | Yes | No |  |

|  |  |  |
| --- | --- | --- |
| Do you have any relationship (i.e. family, friends) with anyone working for the provision? | Yes | No |

**Declaration**

*Any of the above particulars may be subject to check. I understand that any false, inaccurate or incomplete information could result in dismissal, disciplinary action or withdrawal of any offer of employment.*

*I declare that the information given on this is, to the best of my knowledge, correct and complete and can be treated as part of any subsequent contract of employment.*

*I understand that the provider may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with the provision.*

*I confirm that I have completed the Employee Disclosure and Barring Declaration and Consent Form.*

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of applicant: |  | Date: |  |

Please return this application form with your completed employee disclosure and barring declaration and consent form in an A4 sized envelope marked ‘CONFIDENTIAL’ to:

Sue Challender

Acorn Under Fives

Oakland’s Infant School

Butler Road

Crowthorne

Berkshire

RG45 6QZ.

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