

PERSON SPECIFICATION
Cleaner

Criteria	Essential	Identification	Essential/ Desirable
Qualifications and training	1. Willingness to participate in job-related training and ongoing professional development.	Application	E
	2. Previous experience working as a cleaner or in a similar facilities/maintenance role.		E
Experience	3. Experience using industrial cleaning equipment and machinery (e.g., floor buffers).	Application Interview References	D
Knowledge and understanding	4. Practical knowledge of health and safety standards applicable to a school environment.	Application Interview References	E
	5. Knowledge of COSHH (Control of Substances Hazardous to Health) regulations and safe chemical handling.		E
	6. Understanding of hygiene and infection control practices.		E
Skills and abilities	7. Ability to deliver cleaning to a high standard across various school areas (classrooms, washrooms, common areas).	Application Interview References	E
	8. Strong teamwork skills, with the capability to work effectively alongside colleagues.		E
	9. Ability to manage time effectively, work independently, and prioritize tasks efficiently		E
Personal qualities	10. Excellent punctuality, reliability, and attendance record.	Interview References	E
	11. A professional, positive, and proactive attitude toward work.		E
	12. Strong interpersonal skills with the ability to communicate politely with staff, pupils, and visitors.		E
	13. High level of self-motivation and pride in the quality of work produced		E
	14. Strict adherence to maintaining confidentiality regarding all school matters.		E
Further requirements	15. Commitment to safeguarding and promoting the welfare of children and young people.	Interview References	E
	16. Commitment to safeguarding and promoting the welfare of children and young people.		E

Safeguarding and Safer Recruitment

Tyne and Wear Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and trustees to share this commitment. The Trust operates safer recruitment procedures in accordance with *Keeping Children Safe in Education* and relevant legislation. All appointments are subject to satisfactory completion of the pre-employment and safeguarding checks applicable to the post.

References

References will be requested and checked as part of the safer recruitment process. References will normally be sought from the candidate's current or most recent employer and may include information relating to their suitability to work with children. Any concerns arising from references may be explored with the candidate before an appointment is confirmed.

Pre-Employment Checks

Any offer of employment is conditional upon satisfactory completion of all checks applicable to the post. The Trust reserves the right to withdraw a conditional offer where required checks are not satisfactorily completed, references are unsatisfactory, or information comes to light which means that the appointment cannot safely or lawfully proceed.

Occupational Health

Where appropriate, an offer of employment may be subject to an occupational health assessment. Where necessary, this may help identify reasonable adjustments required for the successful candidate to undertake the duties of the post. Any health information will be handled confidentially and in accordance with applicable legislation.

Criminal Records

Where the post is eligible for a Standard or Enhanced DBS check, applicants will be required to provide criminal record information in accordance with the requirements of the post and applicable legislation. Protected or filtered convictions and cautions do not need to be disclosed. Having a criminal record will not necessarily prevent an applicant from being appointed. Any relevant information will be considered fairly and on an individual basis.

Online Searches

As part of our safer recruitment procedures, the Trust may undertake online searches of publicly available information for shortlisted candidates, in accordance with *Keeping Children Safe in Education*. Candidates will be informed where such searches are undertaken.

Equality, Diversity and Inclusion

Tyne and Wear Learning Trust is an equal opportunities employer and welcomes applications from all sections of the community. We are committed to equality, diversity and inclusion and to making reasonable adjustments throughout the recruitment process for applicants with disabilities.

Data Protection

Personal information provided during the recruitment process will be processed in accordance with applicable data protection legislation and the Trust's Recruitment Privacy Notice.