



Job Description

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	Leeds City College
Core Job Role:	
Job Title:	Cleaner SEND/PMLD
Reports to:	SEND Manager
Grade	RLW
Date of compilation:	May 2024

ROLE SUMMARY:

Leeds City College is the main education provider for post-16 students within the Leeds City region. This role requires a cleaner to provide a high quality, effective cleaning service to ensure a clean and hygienic environment for pupils, staff and visitors for our SEND/PMLD department. The Vine supports students with Educational Health Care Plans. We are looking for a cleaner who can work with the current team to make a positive contribution towards outcomes for disadvantaged and vulnerable students.

SPECIFIC ROLE RESPONSIBILITIES:

- General cleaning of all domestic areas (hygiene suites and kitchen areas), dusting of furniture, fixtures and fittings.
- Polishing of furniture, cleaning internal and external glass.
- Sweeping & mopping of floors
- Vacuuming carpeted areas.
- Cleaning of sanitary fittings and dealing with bodily fluids.
- Assisting with emergency evacuation plans and practices, and supporting the team with all emergency evacuations.
- Attending team meetings and staff development sessions as required.
- Keeping accurate and timely records, recording progress and strategies used, as required.
- Any other reasonable duties as determined by the line manager

CORE RESPONSIBILITIES:

- To ensure that health and safety and child protection regulations are always adhered to.
- To maintain confidentiality and GDPR requirements at all times.
- To manage workload effectively and complete tasks in a time efficient manner.
- To attend meetings as and when required.
- Engage in CPD and training in order to develop pedagogical knowledge within your own specialist area.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Cleaner
Department	SEND

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	Q1. English and Mathematics at Level 2 or above or be willing to work towards achieving this	A / C
D	Q2. Level 2 Food Hygiene or willingness to obtain this qualification	A / C
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience of cleaning	A / I / P
E	EK2. Experience of working in a team and excellent interpersonal skills	A / I / P
E	Q3. Experience of working positively with young people and adults.	A / I
E	Q4. Experience of successful administration/IT skills.	A / I

D	Q5. Experience of working with students who have high needs or SEN to support their learning through identifying strategies and preparing young people for adulthood.	A / I / P
Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Clear oral and written communication skills with the ability to communicate with staff at all levels in the college.	A / I
E	SC2. Computer literate	A / I / C
E	SC6. Able to work effectively as a member of a team.	A / I
E	SC7. Ability to adapt and embrace change.	A / I
E	SC8. Able to establish rapport and to maintain professional boundaries.	A / I
D	SC3. Strong Awareness of disability issues and equality and diversity issues.	A / I
D	SC4. Understanding of the Disability Discrimination Act is desirable.	A / I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I