



Cleaner Job Description & Person Specification

Cleaner

Rate of pay: £12.21

Hours:

A/L entitlement:

Responsible to: Home Manager

Mission Statement

- The Orchard Trust supports the involvement, independence and development of people with learning disabilities

Values of the Orchard Trust

- Kindness
- Respect
- Working together
- Individuality

Job Description and Person Specification

Overview: To ensure that premises are clean and tidied to a high standard

EFFECTIVE DELIVERY	TECHNICAL
• To demonstrate respect and dignity to those whom the Trust support and your colleagues • To communicate effectively and appropriately • To assist in creating an environment that is supportive and positive • To collaborate to seek the best outcome for the Trust, supporting other teams where appropriate • To take ownership • To deliver on commitments in a timely way • To respect the contribution of others • To recognise the achievements of others • To feedback observations and ideas and share your learning • To identify problems and opportunities • To be proactive • To prioritise and coordinate a workload • To be a collaborative, efficient and effective team member • To seek continuous improvement • To encourage trust through own actions • To be motivated, flexible and reliable	• To maintain a clean, tidy and safe environment at all times, under the direction of the home manager. • To use equipment and cleaning products in a safe and purposeful manner. • To sometimes carry out specific tasks, such as shopping, helping with meals under the direction of the home manager. • To protect, identify and safeguard from abuse all vulnerable people and know the correct procedures for reporting a safeguarding concern • To keep up to date and accurate records • To be physically capable in all aspects of the role • To ensure Trust properties are secure at the end of your duties. • To maintain inventory of stock and re-ordering of cleaning equipment as required. • To maintain daily records and adhere to cleaning schedules. • To ensure safe and secure storage of hazardous substances or equipment. • To dispose of clinical waste in accordance with the Trusts policies and procedures • To take all reasonable health and safety precautions and to participate in suitable instructions in such matters. To notify senior staff of any deficiencies observed in other provisions made by the Orchard Trust. • To participate in and contribute to staff meetings Within your first six weeks of employment you will be contacted by our Training Department to begin the Common Induction Standards (CIS), a mandatory requirement for all those working in the health and social care sector. Please be aware that the CIS workbook must be completed within 12 weeks of commencement of it and you will be given an agreed date for handing it in; evidence of competence is required in these standards to successfully complete your probationary period.

PERFORMANCE MANAGEMENT	
● To undertake any training deemed necessary ● To fully prepare for appraisal meetings ● To attend regular supervisions	
PROFESSIONAL CONDUCT	
● A willingness to seek guidance if in doubt ● An ability to work in an orderly and methodical manner ● To maintain and establish good relationships with professionals, colleagues and anyone you come into contact with through your role ● To always behave in a professional manner ● To assist with Orchard Trust fund-raising activities ● To uphold and demonstrate the values of Orchard Trust and apply these to all internal and external interactions. ● To act as an ambassador for the Orchard Trust ● To maintain confidentiality at all times ● To express views in a constructive way	

Key Skills and Person Specification – Cleaner

	What we are looking for	What this might look like
Team Working	• Works collaboratively and effectively within a team • Is flexible, reliable and adaptable • Is actively involved in promoting high standards • Has a 'can do' positive attitude • Able to work on own initiative and independently • Problem solver and prepared to go the extra mile • Complies with statutory and OT regulations	You will actively respond to and support your manager, supervisors and team to maintain a high quality provision. You are self motivated and flexible to change, sometimes without much warning Work collaboratively within your team, treating each member with dignity and respect Help generate solutions to any problems that may arise You lone work in a confident, safe and professional manner
Communication and interpersonal skills	• Communicates and listens effectively at all levels • Maintains confidentiality • Has a sense of humour • Behaves in a professional manner and acts as an ambassador when representing the Orchard Trust • Uphold values of Orchard Trust	Speaks clearly and uses appropriate language Shares information effectively You will ensure that chatter and social networking do not lead to inadvertently breaking a confidential piece of information Ensures all sensitive documentation is secure Promotes the Trust as a 'great ' organisation
Literacy and Numeracy	• Able to read, comprehend and write neatly, legibly and accurately. • Can spell well • Is able to undertake simple mathematical calculations • Has the ability to write factual information rather than opinion in a succinct way	Up to date records and documentation will need to be completed, such as communication books, cleaning record sheets and documentation etc You may need to add, subtract, multiply for mixing cleaning solutions etc. Any records completed will need to be 'SMART'; specific, measurable, authentic, relevant and timely'
IT	• Be able to use a computer effectively or be prepared to undertake the necessary training and have a working knowledge of Microsoft Word.	Produce a cleaning schedule or complete cleaning record sheets.
Planning	• Excellent time management • Good organisational skills • Able to work within agreed timescales	Begin your shifts promptly Complete set tasks within given time scales

		Plan a cleaning schedule around events and changes to normal routines
Experience	• Experience of cleaning in a busy health and social care/education environment and have empathy for people who have learning difficulties. • Full driving licence	You will be able to clean to a high standard in a busy environment, develop sound cleaning routines whilst remaining flexible and responsive to the demands of the environment. Ability to travel between sites to undertake cleaning as required
Training and Development	• Responds to constructive feedback in a positive way • Uses reflective practice to improve performance • Undertakes all training deemed necessary •	Reflect on your working practises. What was good, what wasn't so good, how can I improve and how will I do it next time. Use feedback from others to improve work performance Actively involved in the supervision process Takes responsibility for and has a commitment to training
Initiative	• Be proactive • Ability to be self motivated and strive towards high levels of achievement	Look for new opportunities and be willing to initiate new ideas

This job description, key skills, person specification and examples given are intended as a guide and are not an exhaustive list of duties, skills and behaviours necessary for the role. There will be a requirement to be flexible in line with changing needs.

As users of the Disability Confident Scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for all advertised vacancies.