



JOB DESCRIPTION

Cleaner

- General:** The Rose Road Association exists to support disabled children, young adults, and their families by providing a wide range of information and support services across Hampshire and the surrounding counties. We do this in a way that supports our core values which are Working Together, Person Centered, Trust and Respect, Pride and Passion, Quality and Standards, Fun and Celebration.
- Responsible to:** Estates Manager
- Hours:** This role is 15 hours per week to be worked 4pm- 7pm (Monday – Friday). 6 month temporary contract.
- Salary:** £8149.48 pro rata
- Conditions & Benefits:** The Rose Road Association is an equal opportunities employer. All staff undergo regular Supervision and an annual appraisal. Normal Association conditions of service apply:
- 25 days annual leave per annum, rising to 28 days after five years continuous service.
 - Contributory pension scheme
 - Paid sickness (following 3 months service)
 - Training and Development
 - Employee Benefit Program.
- Closing Date:** 11th August 2024
- DBS Check:** This post is subject to an Enhanced Disclosure by the Disclosure & Barring Service. It is a criminal offence for people who are barred from working in regulated activity to apply for roles that require them to work unsupervised with that particular group (i.e., adults at risk, children or both)

Qualifications: Not essential

Purpose: Your role will be to maintain high standards of cleanliness throughout the Bradbury Centre and to replenish hygiene supplies

Main Tasks:

Daily Tasks

- Clean all Offices, Rooms, and communal areas.
- Sweep, clean and wash floors.
- Vacuum/clean carpets throughout.
- Clean all toilets including disinfecting sanitary wear and cleaning hand basins.
- Empty wastepaper bins
- Replacement of toilet paper and hand paper towels in all toilets and kitchens.
- High- and low-level dusting and polishing.
- Cleaning of kitchen.
- Follow cleaning schedules as set out in the setting.

Regular tasks

- Clean the inside of windows.
- Shampoo carpets as required.
- Clean inside of cupboards and wash down walls, skirting boards, and paintwork.
 - Move furniture to clean underneath (i.e., sofas/changing beds/beds) •
- Ensuring necessary cleaning products are ordered regularly.
- Cleaning of food cupboards.
- Deep clean kitchen including oven

Responsibilities

- Ensure a high standard of hygiene throughout the units.
- Commitment to ensure the safe storage of cleaning materials.

Expectations

- To provide cover for other domestic staff as required.
- To undertake training as required.
- Commitment to the Vision and Values of the Association.
- Undertake other duties as and when required.

Person Specification – What we need from you?

Cleaner

This section outlines the things we need from a Cleaner. You'll see that we don't always need specific qualifications or experience, but you will need to be able to demonstrate certain personal qualities.

The essential criteria are things that you must have in order to do the job. Desirable criteria are the things that it would be useful to have or things that you could be trained to do.

Achievements, Experience, Skills & Abilities	
Essential Criteria	Desirable Criteria
Understanding of security issues	Cleaning Experience
Awareness of health and safety issues	Experience of using floor cleaning equipment
Professional manner when dealing with people	Experience of ordering cleaning materials
The individual must be suitable to work with children	

Values & Behaviours	
Value	Behaviour Level
We are Trustworthy	1
We are Kind	1
We are Open & Honest	1
We are Forward Thinking	1
We are Professional	1

Our Values – Why they are so important

Our focus is always on the children and young people we support, as well as their families, our employees and volunteers. Our Values are essential in providing a moral compass that guides actions and decisions, creating a shared culture, establishing trust, driving strategic direction, and infusing the organisation with meaning and purpose.

Values Framework Summary



Our Values:

Our five values have clear descriptions and identified behaviours that demonstrate what they look like in practice.

We are Trustworthy

We build trust with the children, young people, and families we support – as well as our partners - by being dependable, reliable, and accountable in all that we do.

We are Kind

We understand and value the unique needs of the people that we support. Providing care and support with compassion and empathy.

We are Open & Honest

We foster an honest and open-minded culture and are transparent in both our decision making and communication.

We are Forward Thinking

We are committed to providing the highest quality of care, constantly seeking new, collaborative, and creative ways to deliver our services– encouraging everyone to be ambitious and to achieve their goals.

We are Professional

Flexible and agile in our approach, we uphold the highest professional standards to meet the needs of our children, young people, and their families.

The behaviours are split into three levels which are intended to be relevant and consistent throughout various roles within Rose Road.

Behaviours:

Our five values have clear descriptions and identified behaviours that demonstrate what they look like in practice. The behaviours are split into three levels which are intended to be relevant and consistent throughout various roles within Rose Road.

Job Descriptions include the different levels of each behaviour required which should be demonstrated throughout recruitment processes and ongoing employment.

Full details of the behaviours can be found in the 'Values Framework' document contained within the recruitment pack.