



Ormiston Victory Academy

Ormiston Victory Academy
Middleton Crescent, Costessey, Norwich, NR5 0PX

Tel: 01603 742310

Fax: 01603 741875

Email: info@ormistonvictoryacademy.co.uk

Cleaning Assistant

Salary £8,399 (£22,366 FTE)

15 hours per week – Term time plus 4 weeks

Required ASAP

Permanent

Ormiston Victory Academy is looking to recruit an appropriately experienced, enthusiastic and hard-working individual to join our dedicated, supportive and highly effective Site Team.

This is a hands-on role that requires energy and passion for a spotless environment. You must work to a very high standard, have attention to detail and most importantly take pride in your work.

Cleaning experience is preferred however full training will be provided.

Key Responsibilities/tasks:

- Undertake cleaning duties which may include dusting, emptying bins, picking up litter, sweeping, washing, vacuuming, scrubbing, buffing, polishing, toilet cleaning in areas of the establishment.
- Assist in the preparation of rooms and appropriate work areas e.g. meeting rooms, classrooms.
- Restocking facilities e.g. soap, paper towels. Report when stocks are low.
- Store all equipment and chemicals used in the appropriate manner.
- May undertake specialised cleaning programmes during the school closures or other designated periods.
- Work to ensure and maintain safety and security of the building and those within it.
- Escalate any safety issues to the site manager.
- Work to expected standards and complete work within required timescales.
- Report any faults with materials and/or equipment as necessary
- May complete checklists to say work has been completed.

There will be a shift pattern to ensure that you are available to support the wider cleaning team. A degree of flexibility will be needed outside of term time, dependent on the needs of the academy.

We would encourage candidates to explore our website for more information about Victory Academy and view our virtual tours.

Applications are via the Ormiston Academies Trust Careers Website <https://oatcareers.co.uk>

If you require any further information regarding this post please contact Nicole Hawes, PA to the Principal on n.hawes@ormistonvictoryacademy.co.uk

Closing date for applications by: 9:00am on Friday 1st November 2024

Interviews expected to be held by: Friday 8th November 2024

We may interview and appoint earlier and therefore suggest candidates submit their application as soon as possible.

Ormiston Victory Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. Ormiston Academies Trust embraces diversity and promotes equality of opportunity.

All successful appointments will be subject to suitability checks in accordance with KCSIE, including identity, Right to Work, qualifications, online searches, prohibition check, two references and enhanced DBS check including Children's Barred List.

The post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, which provides information about which convictions must be declared during job applications and related exceptions, can be found here: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>