

JOB DESCRIPTION

Job Title: Cleaner

Hourly Rate/Salary: £12.60 / £3,941.78 per annum

Immediate Manager: Health & Safety Environmental Officer

Responsible to: CEO
NST Board of Trustees

Hours: 6 hours a week

Control of Resources: To be responsible, alongside other NST staff for the maintenance and secure storage of equipment and materials; monitoring the stock levels and reporting to the H&S team.

Health & Safety Welfare: To work in accordance with NST and Local Authority's Health and Safety and Welfare standards.

Purpose & Objectives:

Principle Duties:

1. To work as a member of the team.
2. To maintain high standards of hygiene and cleanliness throughout the property.
3. Follow procedures to maintain Infection Prevention Control.

The Next Step Trust
The Hoover Building, Westfield Street, Halifax, HX1 2DN
Tel. 01422 330938

admin@nextsteptrust.co.uk www.nextsteptrust.org.uk
Registered Charity No. 1114197
Registered Company No. 5711840



4. Clean all flooring including carpets, walls, internal glass, paintwork & surfaces in all internal areas.
5. Clean all areas of bathrooms.
6. Report any faults or damages found to the Health & Safety Environmental Office or management. Document in site buildings book
7. Check the use of cleaning materials – follow COSHH guidance for each product.
8. Clean the kitchen and catering equipment alongside the general communal areas and bedrooms.
9. Follow and sign off the cleaning checklist as required on completion.
10. Correctly dispose of general, recyclable and clinical waste, working in accordance with NST Health and safety policy and Infection Prevention Control policy.
11. Maintain the security of the premises.
12. Undertake any other duties as may be required from time to time. This could include working at alternative NST sites
13. To be responsible, alongside other NST staff for the correct use of equipment/materials to promote safety for themselves and that of their colleagues, service users and visitors alike. Inform the senior management of any potential risks, near misses and faults requiring immediate attention.
14. To work in accordance with NST's Equality Diversity and Inclusion policy.
15. To support the aims and objectives of NST and adhere to our confidentiality policy.
16. To participate in training as appropriate.

Other Responsibilities

1. To be flexible in working to attend meetings
2. Work across sites as required

Secondary Duties:

1. To work flexibly in line with the requirements of the Trust
2. To be concerned with the public relations and as far as possible, help maintain The Next Step Trust image and standards.
3. To participate in training as required by the post
4. To work in accordance with Next Step Trust Safeguarding procedures, respond in a timely manner and escalate any concerns
5. To perform all duties in accordance with Health and Safety procedures and to highlight any Health and Safety concerns
6. To perform all duties taking account of confidentiality and in line with GDPR.
7. To work as a member of the team to contribute where necessary to the needs of the Next Steppers and their parents/carers/guardians
8. To support the Values and Objectives of The Next Step Trust which are listed below

- **Commitment:**

The people who use our services need to know that we are here for the long-term – that we will be walking the next steps with them. Our partners and suppliers need to recognize our commitment too, so that we can all work together to support more fulfilling lives for people with complex needs. We will be consistent, determined and embrace the challenges in our work, and always be focused on being the best we can be for the people we are here to support.

- **Respect :**

We see people as people, and respect them for their differences. There are boundaries within which we expect people to act, and these are based on putting the people we support at the heart of all we do. The respect we have for our work will never allow those boundaries to be compromised.

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- **Friendship:**

The Trust will extend the hand of friendship to the people who use our services but also to their families too. By being here, we will create a place where people can come together, have a sense of belonging, and feel welcome. We will demonstrate loyalty and honesty to our partners and suppliers, and ask for this in return. Friendship will help overcome challenges in a way that conflict cannot, and through this we will be able to do the best we can for the people we support.

- **Adaptability:**

It is important to our Next Steppers and their families that we are able to respond to their developing health and social needs. We are confident in working together in a flexible manner to respond and be resilient towards changes in the world around us.

- **Kindness**

To make everyone feel included and happy we are kind to each other. We will listen, show compassion and be considerate to others. We will make time to learn and respect others thoughts and feelings.

9. To work towards implementing the principles of equality, diversity and inclusion. At The Next Step Trust we promote an inclusive service to our community where no individual will be unjustly discriminated against. This includes, but is not limited to, discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Occasional Duties:

1. To undertake such other duties and responsibilities as may be determined from time to time by the management group in consultation with the post holder.

Job Description Agreed By:

Manager

Date



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Employee

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