**Job Description**

**Title**: Part time - Cleaner (25 hours per week)

**Reports to:** Director

**Direct reports:** None

**Location:** Norfolk

**Salary:** £11,388.00

**Benefits:** 25 days’ annual leave, up to 6% employer pension contribution, health benefits and life assurance.

**Context:**

Childhood First is a charity with a long and successful history of running therapeutic communities, which provide integrated programmes of care, education and treatment for traumatised children and young people. We are very successful with our work and help children achieve outcomes are substantially better than those achieved by the national cohort of looked after children.

We are committed to creating therapeutic environments where children and young people can have their care, emotional, educational and treatment needs met by experienced and informed therapeutic staff. Our work is grounded in psychodynamic principles and we believe that a child’s difficulties are rooted predominantly in their past relationships, and that healing can happen through the building of new and safe relationships.

The purpose of Merrywood is to provide such an environment where the damage of a child's past can begin to be addressed. Consequently, all employees will need to demonstrate a level of sympathy to the therapeutic aims.

**Accountability**

The cleaners are accountable to the Director, through the day to day direction of senior staff.

**Responsibilities**

* To provide general cleaning and domestic duties.
* Cleaning will include bathrooms, toilets, social rooms, kitchen, dining room, staff bedroom, linking areas and offices.
* To contribute to any other reasonable domestic task.

This job description sets out the duties of the post at the time it was drawn up.

Such duties may vary from time to time without changing the general character of the post.

# **Person Specification**

**Title:** Part time - Cleaner

**Location:** Merrywood

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Education and**  **Qualifications** |  | General Education |
| **Experience** |  | Professional cleaning in a child-orientated environment |
| **Skills and Abilities** | Cleaning and domestic skills  Ability to communicate in an open and positive manner |  |
| **Knowledge** |  | Awareness of relevant health and safety measures |
| **Other** | A friendly disposition whilst maintaining appropriate boundaries with children.  Committed to anti-discriminatory practice | Driving licence and own transport \*  Sympathy for the therapeutic aims of the charity |

\*Reasonable adjustments for disabled applicants will be considered

**Useful information**

This section is for guidance only and is subject to change without notice. It provides information about some of the important terms of employment you may want to consider as well as the benefits package we typically offer.

Hours of work

25 hours per weeks, over 5 days.

Hours will be performed between 9am and 3pm Monday to Friday, and will be set upon appointment.

Holidays

The post attracts 25 days plus 8 bank holidays in a holiday year (April to March).

Pensions

You will be automatically enrolled in to the Childhood First Group Personal Pension Scheme pension at the minimum employee contribution as set by legislation or scheme rules (whichever is the higher) when you meet the criteria set by pension legalisation.

You may increase your pension contribution to any percentage you choose. The organisation will match your contributions to a maximum of 6%.

Help with health costs

We provide a ‘health cash back scheme’ via an insurance provider. If you occur every day medical costs such as dentist check-ups, eye checks, phyiso you can submit receipts to the provider and get some money back. The scheme offers around £60 a year for each of the medical cost types.

Life assurance

We provide a life assurance scheme that provides 3 times your salary should you die to the person/s you nominate.

**Safeguarding Children**

Information for employment candidates Safeguarding and Promoting Welfare Childhood First is committed at every level to safeguarding and promoting children’s welfare. We take seriously our duty to protect every child from abuse and maltreatment and to prevent impairment of children’s health or development.

The safeguarding and welfare of the children is considered within the context of their relationships with others and from within a culture of listening to, and engaging in dialogue with children and seeking their views about all aspects of their lives and their care

Child Protection is a part of safeguarding and promoting welfare. We understand it as the activity undertaken to protect specific children who are suffering, or are at risk of suffering, significant harm. Children who receive a service from Childhood First have suffered significant harm or have been at risk of doing so and remain vulnerable especially as children who live away from home.

Working together to Safeguard Children 2015

All Childhood First policies are written in accordance with the relevant key legislation. The child protection policy is written with particular reference to Working Together to Safeguard Children 2015. This consists of statutory guidance (part 1) and non-statutory guidance (part 2) and all Directors in the organisation are aware of the importance of this document and guided to use it with their staff teams.

Accountability

Childhood First has a clear line of accountability in each of its services up to the Director/Registered Manager of the service. Each Director is line managed by the Deputy Chief Executive or Chief Executive (also the Responsible Person for the organisation). The Executive is accountable to the Board of Trustees.

Every member of the organisation has a duty to report Child Protection concerns to their line manager or somebody higher. Immediate steps must be taken to prevent the child from harm or further harm. These should be agreed with the most senior person available. It is the responsibility of the Registered Manager or Responsible Person (or their deputies) to instigate a Child Protection investigation where necessary and to ensure that all the necessary people are informed. This will include the child’s social worker and parents; the police if necessary; the Local safeguarding Children Board (of the appropriate area) where the alleged abuser works with children.

The ongoing systems of training, supervision, and consultancy, in group forums and individual sessions, work together to ensure that all employees of Childhood First are clear about their responsibility to work together to safeguard children. These systems ensure that all remain aware of policy and practice areas which impact on our joint ability to safeguard children. All staff are reminded that they must remain alert to the potential indicators of abuse or neglect and to the risks that individual abusers, or potential abusers, may pose to children.

Inter-agency working

Childhood First is committed to working in partnership with local authorities and other agencies to prevent and protect children from abuse. Good inter-agency co-operation and communication are the essential bases for carrying out child care and child protection. We co-operate with all statutory and other professional agencies in the spirit of protecting children.

Child Protection procedures in each place of work are consistent with local policies and agreed with the Local Safeguarding Children Board. The Registered Manager of each facility will ensure that all staff have access to these procedures and are provided with regular Child Protection training commensurate with their role. All induction training includes Child Protection.

Events and Notifications under Schedule 5 of Children’s Homes Regulations are sent to the required authorities as well as to the Chief Executive and (Responsible Person).

All concerns of a Child Protection nature will be referred by the Registered Manager/Director to the Local Authority Children’s Social care team.

Local Children’s Safeguarding Boards

Local Children’s Safeguarding Boards are the key statutory mechanisms for ensuring safeguarding and protection of children. Their roles include agreeing how relevant organisations (like Local Authorities, providers of residential care like ours) will co-operate to do this and ensuring effectiveness including training and increasing understanding of Safeguarding issues. It is their job to ensure that children and adults know who to contact if they have a concern that a child is being harmed. They are particular concerned with children who are vulnerable to abuse in the ways the children we work with are.

Recruitment and HR procedures

Childhood First has comprehensive recruitment and selection procedures; supervision and appraisal, disciplinary and whistleblowing procedures which must be complied with at all times.

Training

All staff members undertake appropriate Child Protection training starting at basic induction, and including refresher training at regular intervals.

**Recruitment of Ex-offenders**

1. Childhood First complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
2. We are committed to the fair treatment of our staff, potential staff or users of our services.
3. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
4. Because of the nature of our work Enhanced Disclosure is required for most positions. All application forms and recruitment briefs will contain a statement that a Disclosure will be requested in the event of an individual being offered the position.
5. Where a Disclosure is to form part of the recruitment process, all applicants called for interview will be asked to provide details of their criminal record. We request that this information is sent under separate, confidential cover, to a designated person within the Charity, and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
6. We will only request information about ‘spent’ convictions from applicants for posts covered by the Rehabilitation of Offenders Act (Exemptions Order 1975).
7. We ensure that everyone who is involved in the selection process has been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
8. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
9. We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
10. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

**Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.**