

JOB DESCRIPTION	
POST TITLE: Cleaner	LOCATION:
HOURS OF DUTY: 10 hours per week 20 hours per week 25 hours per week	SALARY: £6,994 per annum (actual salary) £13,988 per annum £17,485 per annum
RESPONSIBLE TO: Service Manager	MAIN CONTACTS: ◆ Service Manager ◆ Safe House Staff
RESPONSIBLE FOR:	
SPECIAL CONDITIONS OF SERVICE: ◆ An enhanced Disclosure and Barring Service check will be undertaken ◆ Maintain confidentiality in respect of the service location and identity of clients and staff at all times ◆ Able and willing to work flexibly	

MAIN PURPOSE OF THE POST:

- ◆ To follow plans formulated by the Service Manager to maintain a high level of hygiene and cleanliness in all areas of the safe house.
- ◆ To work alone and ensure the security of the safe house.
- ◆ To undertake daily cleaning duties of vacuuming and washing / mopping floors in all visible areas, including stairs, landings, cleaning toilets, sinks and showers, washing tiles when needed.
- ◆ To undertake weekly cleaning duties of fixtures and fittings; wiping skirting boards, windowsills, shelves, doors and all reachable glass in centre etc.
- ◆ To ensure waste is disposed of correctly.
- ◆ To ensure safe storage of all cleaning materials and check stocks.
- ◆ To maintain safety of all areas while cleaning is in progress and report any maintenance issues as required in line with Policy and Procedures.
- ◆ To maintain up-to-date knowledge of all aspects of safety relevant to this position and undertake health and safety and hygiene training (including dangerous substances) as required.
- ◆ To carry out any other duty, commensurate with the level of the post, as may be determined by the Service Manager.

Health and Safety

- ◆ To maintain a safe and secure working environment.
- ◆ To participate in the identification and assessment of risks and implement agreed working procedures to minimise their impact.
- ◆ To ensure that all incidents, accidents or potential hazards are reported and recorded following the Health and Safety Policy.
- ◆ To carry out Health and Safety checks and maintain accurate records as required.
- ◆ To ensure all safety and security procedures are followed to keep self and others safe.

- ◆ To promote awareness of Health and Safety amongst service users.

SPECIFIC REQUIREMENTS

The Cleaner will have previous experience in a domestic cleaning environment.

ADDITIONAL DUTIES

The post holder will need to be flexible, willing and available to carry out duties as required.

You will be required to support local and organisational fundraising and engagement activities and events.

VISION, MISSION AND VALUES

Our vision is a world where people are free from exploitation through human trafficking and modern slavery. Whilst exploitation continues to exist, our mission is:

- ◆ To offer protection to adult victims of modern slavery and their dependent children, and to equip them to become survivors.
- ◆ To bring justice for survivors by supporting the work of law enforcement authorities.
- ◆ To raise awareness of modern slavery and human trafficking amongst opinion formers and members of the public.
- ◆ To support initiatives that help prevent vulnerable people falling prey to exploitation in the first place.

Medaille Trust is a client focussed charity that equips victims of modern slavery to become survivors, we will act with Respect, Collaboration, Compassion, Empowerment and Passion.

SAFEGUARDING

Everyone at Medaille Trust has a safeguarding responsibility. As part of the role the post holder will undertake mandatory safeguarding and Prevent training as part of their induction. The post holder will be required to ensure that vulnerable adults and children are safeguarded. The role includes a duty to refer any safeguarding concerns they may have to their line manager.

CONFIDENTIALITY

It is expected that all employees will understand that our work is confidential and that confidential information must not be divulged. This obligation will continue indefinitely even after termination of employment.

TRAINING

Medaille Trust is committed to offering training and support to all employees. The post holder will be required to attend mandatory training, other training where appropriate, participate in supervision, annual appraisals and development reviews. To keep up to date with skills and knowledge, including reading to understand all relevant communication e.g., staff handbook, etc. and attend meetings as required.

PERSON SPECIFICATION FOR THE POST OF CLEANER

REQUIREMENT	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Qualifications		<ul style="list-style-type: none"> ◆ Health & Safety qualification ◆ Food Hygiene certificate ◆ Manual Handling certificate 	Application Form and Documentation
Skills	<ul style="list-style-type: none"> ◆ Ability to clean designated areas of the safe house to a high standard ◆ Observant, thorough with attention to detail ◆ Ability to communicate verbally with staff and volunteers ◆ Work as a trustworthy, reliable, honest, positive team member ◆ Respectful attitude to vulnerable people ◆ Ability to lone work, work independently and use initiative ◆ Ability to follow instruction and work under supervision ◆ Good time keeping, attendance and ability to meet deadlines ◆ Ability to remain calm under pressure and in a busy environment ◆ Basic Reporting skills 		Application Form and Interview
Experience	<ul style="list-style-type: none"> ◆ Experience of cleaning in a domestic or commercial environment ◆ Experience of working as a team 		Application Form and Interview
Knowledge	<ul style="list-style-type: none"> ◆ Knowledge of safe storage and management of cleaning 		Application Form and Interview

	materials in line with COSHH requirements		
Special Conditions	◆ Committed to equality of opportunity, respect and dignity of all people		Application Form and Interview

OUR WORK

Medaille Trust is one of the UK’s leading charities in the fight against modern slavery. Our innovative model is based on three principles: Prevent, Protect and Pursue.

Our Prevent work includes advocacy and awareness raising work in the UK and a new Albanian project with an entrepreneurship academy helping to provide meaningful alternatives to those who might otherwise be at risk of exploitation.

Our Protect work provides direct and tailored support to victims of modern slavery. We are one of the UK’s largest providers of survivor services, with ten safehouses and six outreach hubs, staffed round the clock by specialist staff, working with more than 600 men, women and dependent children each year.

Our Pursue work helps survivors to engage with police and within the legal system to seek justice and to secure convictions against their perpetrators.

We were founded in 2006 by a number of religious congregations under the leadership of Sister Ann Teresa SSJA and our work continues to be inspired by her example and commitment to the Catholic Social Teaching principles of human dignity, compassion and solidarity with the vulnerable. All our work embodies a commitment to personalised support, recognising the dignity and agency of our service users and empowering them on a path to a life that is free from slavery and exploitation.