



## Job Description & Person Specification

### Position Details

**Position:** Driver/Cleaner  
(Full-Time, 35hrs)

**Department:** Academy & First  
Team (Based at Alexandra Park  
Training Ground)

**Reporting To:** Academy Manager

**Overall Objective:** This role will see the successful candidate combine both daily driving duties and cleaning duties, based at the Alexandra Park Training Ground. The role will involve ensuring safe transportation of the Academy's Scholar players to and from the training ground on a daily basis by driving the Club's Mini-Bus. Whilst not driving, the candidate will undertake general cleaning duties at the training ground and offering support to the maintenance team as and when required.

### Job Description

#### Main Duties/Responsibilities

##### (Academy)

- Driving the Club Mini-Bus on a daily basis ensuring the safe transportation of the Academy scholars to and from Training Ground
- Ensure that the Club Mini-Bus is kept clean at all times
- Be in a position to drive both midweek and at weekends if/when required

##### General

- Be responsible for all aspects of cleaning within the training ground, including the swimming pool, changing rooms, toilets etc, ensuring that all areas of the premises are cleaned to a high standard
- Take delivery of materials and other goods delivered to the training ground and store safely and appropriately
- Ensure that all cleaning and maintenance activities are carried out in a safe manner
- Offer support to the current maintenance team at the training ground by supporting and assisting in aspects of their work as and when required

Please note that this is illustrative of the general nature and level of responsibility of the work to be carried out. It is not a comprehensive list of all tasks that the postholder will carry out.

General tasks may be varied from time to time to take into account the changing nature of the training ground and demands upon it.

### Person Specification

#### Essential

- D1 Driving Licence
- Excellent organisation skills
- Ability to work as part of a team
- Flexibility within the working week
- Knowledge of Health and Safety, hygiene and security knowledge
- DIY skills

### **Desirable**

- Enthusiastic
- Adaptable and reliable
- Professional – Manner/Appearance
- Knowledgeable
- Organised
- Proactive
- Ability to work alone and meet deadlines when required

### **Academy Values**

- Honesty (having unquestionable morals based on fairness)
- Integrity (steadfastly adhering to the high moral principles put in place by the football club's senior members of staff)
- Industry (working above and beyond)
- Innovation (creative thinking in order to drive the club forward)
- Fair Play & Sportsmanship (conduct befitting a Crewe Alexandra player and staff member including respect and graciousness in defeat)

### **Role Requirements**

- To be able to work flexible hours which could include weekends, evening and Public Holidays
- To comply and promote the Club's policies and procedures to include Safeguarding, Equality & Diversity and GDPR compliance
- To undertake required training including mandatory Equality and Diversity and FA Safeguarding
- This role is subject to completed FA Enhanced DBS check

Crewe Alexandra Football Club promotes equal opportunities in employment we positively welcome applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Salary is dependent on experience and will be discussed with shortlisted candidates. **Deadline for applications is Monday 15th April, 2024 . Applicants must complete and return the attached application form. Please return to Academy Manager, Aidan Callan via email [acallan@crewealex.net](mailto:acallan@crewealex.net)** Due to expected high volume of applicants, please assume that your application has been unsuccessful if you have no contact from the club 1 weeks post application deadline.



# Application Form

Please complete all sections of this application form and return to [acallan@crewealex.net](mailto:acallan@crewealex.net) on or prior to the closing date. NB: Only completed applications will be shortlisted with any incomplete applications received returned to the individual for completion. Successful applicants will be subject to the Disclosure & Barring Service (DBS)

## Section 1 – Personal details

Title:		Last name:	
First Names:			
Address:			
Postcode:			
Home Telephone Number:			
Mobile Telephone Number:			
E-mail address:			
Are you eligible to work in the UK?	Yes	No	

## Section 2 – Rehabilitation of Offenders Act

Have you ever been convicted of a criminal offence?	Yes	No	
Have you any prosecutions pending?	Yes	No	
If yes, please give details/dates of offences(s) and sentence:			



### Section 3 – BAME Declaration

The EFL has introduced positive action measures aimed at tackling the under-representation of coaches and managers from Black, Asian and Minority Ethnic (BAME) backgrounds. New regulations require clubs to shortlist at least one suitably qualified BAME candidate (where an application has been received) for all roles in Academy football that require a UEFA A or UEFA B Licence:

Do you consider your ethnicity to fall within one of the following definitions?

- **Black**
- **Asian**
- **Other Minority Ethnic** (i.e. from any other ethnic group that is not 'White British').

Yes

### Section 4 – Education and Training

Dates Attended	Name of School/Provider	Examinations/Training Undertaken Qualifications Obtained



## Section 5 – Employment Record

Please list chronologically, starting with current or last employer:

Name and Address of Employer	Date From:	Date To:	Job Title/Job Function/ Responsibilities:	Salary and Reason for Leaving



## Section 6 – Personal Statement

Please tell us, in under 500 words, why you're interested in this position and what knowledge, skills and attributes you'd bring to the job:



## Section 7 – References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. (NB. Both references will be contacted and asked to provide a reference in writing if you are being considered for the position.)

Reference 1			Reference 2		
Name:			Name:		
Their Position (job title):			Their Position (job title):		
Work Relationship:			Their Position (job title):		
Organisation:			Organisation:		
Dates Employed:	From:	To:	Dates Employed:	From:	To:
Address:			Address:		
Postcode:			Postcode:		
Telephone No:			Telephone No:		
E-mail:			E-mail:		



## Section 8 – Declaration

I confirm that the information provided in this application form is truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.

**Signed:**

**Date:**

Crewe Alexandra undertakes that it will treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.