

# Cleaning Assistant

## *Job Description and Person Specification*

<b>Post Title:</b>	Cleaning Assistant
<b>Accountable To:</b>	Site Manager
<b>Location:</b>	Elliott Hudson College
<b>Scale</b>	A1

## Job Description

To be responsible for maintaining a high level of cleanliness throughout the College building.

### Duties and Responsibilities:

- Use of mechanical cleaning equipment i.e.
  - Suction Cleaners
  - Scrubbing / Buffing Machines
  - Hot Water Extraction Machines
  - Combined Scrubber / Drier Machines
  - Wet Suction Machines
- Handling and use of cleaning materials in accordance with recommended procedures.
- Cleaning in all kinds of areas within the College building i.e.
  - Toilet/Hygiene Areas
  - Corridors/Landings/Staircases/Entrances
  - Craft rooms, i.e. Woodwork, Engineering, Cookery etc.
  - Classrooms and Offices
  - Halls and Gymnasium
- High level cleaning, using appropriate equipment.
- Undertake special cleaning programmes during College closure or other designated periods in compliance with the specification for the premises
- Washing of walls, windows, glass.
- Collect and dispose of waste in appropriate manner. Clean and maintain waste bins.
- Working to the College's operational specifications and quality assurance work schedules.
- Be able to work as part of a team and act on instructions from senior staff.
- To wear appropriate protective clothing including rubber gloves.
- Attending appropriate training courses / seminars as requested.

### Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting

all concerns to an appropriate person.

### **Any Special Conditions of Service**

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position. Leeds.**

## Person Specification

<b><u>Knowledge and Skills</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
Ability to use toxic materials in the process of general cleaning	✓	
Ability to work constructively as part of a team	✓	
Good communication and language skills, both verbal and written, with a good standard of English	✓	
Adequate reading skills (for Health and Safety reasons) as will be required to read labels on bottles containing chemicals	✓	
Knowledge of using mechanical cleaning equipment		✓
Knowledge of the problems in using toxic cleaning equipment		✓
To be able to use a variety of cleaning equipment		✓
To be able to operate mechanised cleaning equipment e.g. buffer.		✓
<b><u>Experience</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
Experience of using mechanical cleaning equipment		✓
Experience of working and cleaning large premises.		✓
<b><u>Continuous Professional Development</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
Evidence of commitment to continuing professional development	✓	
<b><u>Other Conditions</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
Enhanced DBS Clearance	✓	

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