

## Job Description

<b>Job Title</b>	Cleaning Assistant
<b>Grade/Salary</b>	Grade 2, SCP 2
<b>Reporting to</b>	Premises Manager/Caretaker

### **Job Purpose**

- Under the direction/instruction of senior staff, provide a clean and hygienic school environment which meets specified cleaning standards.

### **Key Responsibilities and Accountabilities**

#### Cleaning

- Clean all surfaces, fixtures and fittings;
- Clean floors, walls, partitions and internal woodwork as appropriate;
- Clean toilets, changing rooms and other sanitary areas;
- Clean equipment after use;
- Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises;
- Collect and dispose of waste in appropriate manner;
- Clean and maintain waste bins.

#### Tasks

- Ensure the maintenance of a clean and orderly working environment.
- Timely & accurate preparation of routine equipment/resources/materials as set out in instructions.
- Undertake basic record keeping as directed.
- Refill and replace consumables.
- Report faulty equipment & other maintenance requirements to appropriate person.
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches.
- Ensure lights and other equipment are switched off as appropriate.
- Monitor and record;
- Maintain and arrange orderly and secure storage of supplies;
- Ensure cleanliness of equipment, check for quality/safety - reporting any faults to a Senior Officer;
- Operate everyday equipment in accordance with instructions.

#### Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
- Contribute to the overall ethos/work/aims of the school;
- Appreciate and support the role of other professionals;
- Attend relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Treat all users of the school with courtesy and consideration;
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all;

- Comply with health and safety policies and procedures at all times;
- Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health & safety legislation) at all times;
- Any other cleaning tasks which may be outlined in the work schedule.

### **Working Conditions**

- Vibrating tools will be in use;
- The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of equipment;
- The job involves cleaning all areas of the school as directed.

### **General Duties**

- Ensure that you understand and comply with the Trust Health and Safety Policy by following the relevant procedures in place.
- To uphold and promote the safety and wellbeing of pupils by adhering to safeguarding procedures.

The post involves some direct impact on the wellbeing of pupils and staff through undertaking tasks or duties related to the post.

### **Other Duties and Responsibilities**

#### **All postholders are required to:**

- Ensure that you understand and comply with the Trust Health and Safety Policy by following the relevant procedures that are in place;
- Read, uphold and promote the safety and well-being of pupils as set out in the Trust safeguarding procedures;
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall vision and values of the Trust;
- Appreciate and support the role of other professionals;
- Work effectively as part of team;
- Attend relevant meetings, as required;
- Participate in training and other learning activities and performance development as required;
- Treat all users of the school with courtesy and consideration;
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all;
- Be proactive in seeking appropriate advice and guidance where required;
- Flexible and willing to work between different sites as required.

**The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

### Person Specification

No.	CATEGORIES	ESSENTIAL/ DESIRABLE	Assessed by:	
			APP FORM	INTERVIEW/ TASK
<b>Qualifications</b>				
1.	Willingness to undertake training relevant to the post;	E	✓	✓
2.	Cleaning and support services N/SVQ Level 1 <b>OR</b> equivalent experience or equivalent qualification, or willingness to train to achieve these;	D	✓	✓
3.	Support Work in Schools (SWiS) - Level 2;	D	✓	
4.	English and Maths GCSE Grade C/4 or equivalent qualification;	D	✓	
<b>Abilities, Skills and Knowledge</b>				
5.	Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards.	E	✓	✓
6.	Willingness to gain knowledge of health and safety procedures and precautions.	E	✓	✓
7.	Willingness to gain awareness of COSHH regulations.	E	✓	✓
8.	Willingness to gain awareness of health and hygiene procedures.	E	✓	✓
9.	Willingness to observe the Code of Safe Working Practice for Caretaking and Premises (Staff).	E	✓	✓
10.	Willingness to participate in development and training opportunities (employees are encouraged to participate in training activities in order to enhance their own personal development).	E	✓	✓
11.	General cleaning work in a non-domestic environment.	E	✓	
12.	Attention to detail.	E	✓	✓
13.	Ability to prioritise and use own initiative individually and as part of a team.	E	✓	✓
14.	Ability to relate well to children and adults.	E	✓	✓
15.	Ability to operate commercial equipment, for example floor scrubbers.	D	✓	✓
<b>Personal Qualities</b>				
16.	Exceptional levels of integrity and confidentiality;	E	✓	✓
17.	Resilience and high personal standards;	E	✓	✓
18.	Willingness to work flexibly to attend evening meetings as required;	E	✓	✓
19.	Flexibility with a willingness to support and contribute to school/Trust events, as required;	E	✓	✓
20.	High expectations for self and others and a strong commitment to raising achievements.	E	✓	✓