

Cleaning Assistant

Key Purpose of the Role

The primary function of this role is to support the Premises Team by upholding a clean and tidy College for staff, students and visitors. Reporting to the Site Manager, the Cleaning Assistant will be responsible for maintaining a high level of cleanliness throughout the College.

The Cleaning Assistant will contribute to the achievement of College/Trust strategic objectives by undertaking the following specific responsibilities. The list is not intended to be an exhaustive or definitive list and other duties may be required as necessary. The Cleaning Assistant will, in collaboration with the Premises Team:-

Key Responsibilities

1. Clean and tidy areas of the College as allocated, to the specification advised by the Line Manager or Deputy;
2. To report any building and machine defects or problems as and when discovered;
3. To report any unauthorised visitors to the duty caretaker;
4. To lock areas after cleaning and keep rooms / buildings secure;
5. To work as part of the Premises team and to provide cover for other staff as reasonably requested;
6. To carry out other duties as may be reasonably requested from time to time;
7. To vary hours as may be required from time to time due to College events or College holidays;
8. To observe Health & Safety regulations at all times for the handling of cleaning materials and cleaning equipment;
9. To wear uniforms or other protective clothing as and when required.
10. Comply with policies and procedures relating to fraud and irregularities, child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the general data protection regulations. Reporting all concerns to the appropriate person.

Skills and Knowledge

Qualifications

- GCSE in Maths and English or an equivalent qualification

Significant and proven experience in the following areas:

- Previous cleaning experience and the use of the cleaning equipment;
- Understanding of the Health and Safety in the workplace;
- Understanding of the need for high standards of security and the link with Safeguarding.

Personal qualities and skills

- The ability to clearly demonstrate understanding of safeguarding responsibilities and a commitment to promoting the welfare of young people;
- High professional standards and personal integrity, with high expectations of self and others;
- Articulate verbal and written communication skills with the ability to accurately communicate and engage with different individuals and students;
- Ability to work independently using their own initiative;
- Able to positively challenge individuals and students and encourage reflective decision making;
- Able to work in an environment of change, contributing and adapting to new ways of working;
- Committed to continuous professional development;
- Good IT skills

The College has an uncompromising commitment to the safeguarding of our students.