**Minsthorpe Community College**

**Job & Person Specification**

**Post Title:** Cleaning Assistant

**Grade:** G1

**Hours:** Term-time plus 10 days – 13 ¾ hours per week

2.45pm-5.30pm Monday to Thursday, 2.30pm-5.15pm Friday

**Reporting to:** Premises Supervisor

**Overall Purpose of Post:**

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

All adults working in, or on behalf of the college have a responsibility to safeguard and promote the welfare of children. This includes:

* Responsibility to provide a safe environment in which children can learn and develop.
* To identify children who may be in need of extra help or who are suffering, or are likely to suffer significant harm. All staff then have a responsibility to take appropriate action to prevent concerns from escalating, working with services as needed.

**Employment checks required of this post:**

* Proof of eligibility to work in the UK
* Proof of relevant qualifications (original certificates)
* Two satisfactory references
* DBS Enhanced Disclosure check
* A Prohibition Order check
* A medical assessment prior to commencement of employment.

**Key accountabilities, duties and responsibilities:**

* 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
* Ensure the maintenance of a clean and orderly working environment
* Timely and 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 and 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
* Maintain and arrange orderly and secure storage of supplies
* Ensure cleanliness of equipment, check for quality/safety - reporting any faults
* Operate everyday equipment in accordance with instructions
* 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 and safety legislation) at all times
* Any other cleaning tasks which may be outlined in the work schedule

Other duties commensurate with the grade of the post as directed by the Principal/Line Manager.

**Person Specification:**

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| **Criteria** |  | **Essential/Desirable** |
| **Education, Training and Qualifications** | Willingness to undertake induction training  Cleaning and support services N/SVQ Level 1  OR  equivalent experience or equivalent qualification, or willingness to train to achieve these  Support Work in Schools (SWiS) Level 2  Numeracy / Literacy (Level 2) | E  D  D  D |
| **Skills and Knowledge** | Willingness to use relevant equipment  Ability to relate well to children and adults  Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards  Willingness to gain knowledge of health and safety procedures and precautions  Willingness to gain awareness of COSHH regulations  Willingness to gain awareness of health and hygiene procedures  Willingness to observe the Code of Safe Working Practice for Caretaking and Premises (Staff) \*  Willingness to participate in development and training opportunities  Ability to work on own or as part of a team | E  E  E  E  E  E  E  E  E |
| **Experience** | General cleaning work relevant age range in a learning environment. | E |
| **Personal Attributes** | Enjoy working alongside young people and adults.  Be supportive of the aims and ethos of Minsthorpe Community College. | E  E |