

# JOB DESCRIPTION

## General Assistant: The purpose of the job is to:

- Support the housekeeping team to ensure the school and spaces within it are kept clean and sanitary

## Duties and responsibilities

- Hoovering and mopping
- Polishing and dusting
- Emptying and recycling of litter bins
- Using powered equipment (e.g., vacuum cleaners and polishers) where appropriate
- Detecting and reporting premises defects
- Undertaking necessary action in event of severe weather or emergency (e.g., putting down salt and clearing paths in winter)
- Reporting any potential hazards on the school site
- Clearing spillages, cleaning tables and chairs, and sweeping floors
- Attending in-service training when required
- Taking part in job review meetings and Housekeeping team meetings when requested
- Supporting the aims, ethos, and values of the school and ensuring they are followed by children in line with school policy

## Supervision and management

- This post has no regular supervisory responsibility for staff but assists in work familiarisation of peers and new recruits

## Decision making

- The post-holder may make suggestions and recommendations about a child's behaviour or illness

## Resources

- The post-holder is required to use resources with care but is not personally accountable for the security of physical or financial resources

## Working environment

- The post-holder is constantly standing and walking
- Manual handling of equipment is involved
- There is background noise from children
- The post-holder deals with children and may come into contact with parents or other visitors to the school

## Communication

- Communicate effectively with children and colleagues

## Health and safety

- Promote the safety and well-being of all children
- Maintain current and accurate Safeguarding records e.g., through CPOMS

## Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies, and practices of the school, and maintain high standards of attendance and punctuality

This job description is not a comprehensive list of all tasks that the post-holder will carry out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the Senior General Assistant or senior leadership team.

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