

Job Description

Job Title

Cleaning Assistant

School

Christ Church Secondary Academy, Yardley Wood

Reporting to: Site Manager

Purpose of the post

To work under the direction and instruction of the Site Manager to undertake individually, or as part of a team, the cleaning of designated areas and associated accommodation to ensure they are kept in a clean and hygienic condition.

Key Tasks

Maintenance and Cleaning

- Carry out cleaning tasks as directed by the appropriate supervisor to include:
 - Mop sweeping
 - Single solution mopping
 - Buffing
 - Spray cleaning
 - Suction cleaning
 - Damp wiping
 - Waste disposal
 - Stripping and resealing of hard floors
- Cleaning of toilet facilities and associated tasks required to achieve a high quality of cleanliness.
- Cleaning of fixtures and fittings.
- Take initiative to perform cleaning and tidying tasks that are not specifically directed but require attention as part of maintaining overall high standards.
- The use of appropriate cleaning equipment and machinery.
- Ensuring the safe use of chemicals, machinery and equipment when carrying out the cleaning function in line with current legislation, standards and Trust policies and procedures for Health and Safety and in accordance with training provided.
- Inform line manager of any cleaning materials or equipment required.
- Report any Health and Safety issues.

Key Skills & Attributes

- Ability to work effectively and supportively as part of the school team.
- Ability to act on own in initiative.
- Able to communication at different levels.
- Dedicated to customer service.
- Highly motivated to deliver to a high standard
- Understanding of COSHH and safe use of chemicals.

Support to School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the Headteacher or Site Supervisor.

Health and Safety

The postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.

