



WESTCOUNTRY SCHOOLS TRUST

JOB DESCRIPTION

Job Title:	Hygiene Assistant
Grade:	Cornwall Grade B £24,796 pa FTE Actual Salary £6,034 pa pro rata
Hours:	10 hours per week term time only plus 15 days periodic cleaning during holiday periods.
Responsible to:	Facilities Manager
Direct supervisory responsibility:	None
Indirect supervisory responsibility:	None
Important functional relationships:	<u>Internal:</u> Principal, school leadership team, staff, students, Governors. <u>External:</u> Parents, Cornwall County Council departments, maintenance contractors, suppliers of goods and services, visitors to the school.

Main purpose of job:

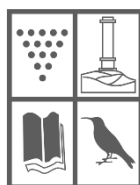
As a member of a team of cleaners or as a lone worker, to undertake cleaning of the school buildings and facilities in order to maintain a high standard of cleanliness, hygiene and security of the school buildings at all times.

Main duties and responsibilities

1. To undertake a set daily cleaning programme to ensure high standards of cleanliness throughout the school.
2. To operate cleaning machinery and other equipment appropriately and in a safe manner.
3. To undertake major periodic cleaning activities such as internal window cleaning, scrubbing, stripping and resealing polished floors, cleaning carpets, light fittings, walls, Venetian blinds, upholstery etc
4. To prepare and clean rooms for meetings.
5. To report to the assistant site supervisor/caretaker any major defects in buildings, equipment and security systems observed in the course of duties.

6. To maintain supplies for cloakroom and toilet use. To undertake emergency cleaning as necessary.
7. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. County Council (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection).
8. To maintain confidentiality of information acquired in the course of undertaking duties for the school.
9. To be responsible for your own continuing self-development, undertaking training as appropriate.
10. To undertake other duties appropriate to the grading of the post as required.

Signed Date



PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
VALUES-BASED BEHAVIOURS - It is important to us that your values align with ours:			
Compassion:			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	X		X
Aspiration:			
Works to high expectations, modelling the delivery of high-quality outcomes	X		X
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	X		X
Integrity:			
Acting always in the interests of children and young people,	X		X
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	X		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	X		X
Collaboration:			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	X		X
QUALIFICATIONS:			
Good standard of literacy & numeracy.		X	X
EXPERIENCE:			
Previous experience of cleaning duties in a school environment.	D	X	X
KNOWLEDGE, SKILLS AND ABILITIES:			
Good interpersonal skills.	E		X
Working knowledge of Health & Safety at Work Act and COSHH regulations	D	X	X
PERSONAL CHARACTER (Qualities and Abilities)			
Good sense of humour, resilient and flexible.	E		X

Physical fitness for undertaking cleaning tasks	E		X
Ability to work on own initiative	E		X
Able to work unsocial hours	D		X
FURTHER REQUIREMENTS:			
An awareness, understanding and commitment to the protection and safeguarding of children and young people.	D	X	X