



Person Specification – Cleaning Assistant

REQUIREMENTS FOR THE POST		
	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> ▪ Willingness to undertake induction training. 	<ul style="list-style-type: none"> ▪ 4 GCSE passes including English and Mathematics. ▪ Cleaning and support services N/SVQ Level 1 OR equivalent experience or equivalent qualification, or willingness to train to achieve these.
Experience	<ul style="list-style-type: none"> ▪ Working as part of a team. ▪ Willingness to learn new skills. ▪ Experience of working under own initiative. 	<ul style="list-style-type: none"> ▪ Experience of working with adults and pupils. ▪ Industrial cleaning work
Knowledge and Statutory Requirements	<ul style="list-style-type: none"> ▪ Ability to relate and work effectively with people at all levels. ▪ 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 ▪ Confidence to work independently using initiative and drive. ▪ Awareness of requirements in a professional working environment. 	<ul style="list-style-type: none"> ▪ Up to date knowledge of child protection and safeguarding. ▪ Up to date knowledge of Data Protection Legislation. ▪ Up to date knowledge of basic hygiene procedures
Personal Qualities	<ul style="list-style-type: none"> ▪ Ability to deal with sensitive information and maintain confidentiality. ▪ Commitment to equal opportunities for all. ▪ Energy, enthusiasm and drive ▪ Ability to work under pressure ▪ Flexibility ▪ Attention to detail ▪ Team player ▪ Able to work with minimal supervision 	<ul style="list-style-type: none"> ▪ Ability to develop own knowledge and skills to enhance personal performance.



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Responsible to:	Caretaker/School Business Manager
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Key purpose of the position

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

Main areas of responsibilities

Cleaning

- 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 academy closure or other designated periods in compliance with the specification for the premises

Waste

- Collect and dispose of waste in appropriate manner
- Clean and maintain waste bins

Resources

- Ensure the maintenance of a clean and orderly working environment.
- Timely & 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 & 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.
- Monitor and record.

Organisation

- Maintain and arrange orderly and secure storage of supplies
- Ensure cleanliness of equipment, check for quality/safety - reporting any faults to the supervisor.
- Operate everyday equipment in accordance with instructions

Responsibilities

- 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 academy



- 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 academy with courtesy and consideration
- Present a positive personal image, contributing to a welcoming academy environment which supports equal opportunities for all
- Always comply with health and safety policies and procedures
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation)
- Any other cleaning tasks which may be outlined in the work schedule and or as instructed by your line manager.

Data Protection and Safeguarding

- To work and process personal and sensitive information in accordance with the Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To ensure that you are kept updated with the requirements of Keeping Children Safe in Education and have responsibility for promoting and safeguarding the welfare of children and young people.

Health & Safety

- Where appropriate, undergo Basic First Aid/Health and Safety training and update courses.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the Academy's implementation of all current statutory requirements, e.g., The Equalities Act and Child Protection legislation.

CPD

- Keep up-to-date and informed on changes to legislation, and roles and responsibilities.
- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in marketing/communications which may lead to improvements in provision.
- Undertake any necessary professional development as identified in the Academy/Trust Development Plan, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice

All employees of the academy have a responsibility for promoting and safeguarding the welfare of children and young people.

Candidates must also be willing to undertake any other responsibilities requested by the Headteacher.