

Job Profile

Title: Cleaning Assistant (Level 1)

Salary: Grade 1 -SCP 3

Working Hours: 12.5 Hours Per Week (2.5 Hours a Day) plus 10 Hours During February Half Term and 20 Hours During Summer Holidays

Responsible To: Executive Deputy Headteacher and Executive Headteacher

Job Purpose

To provide a clean, safe, secure, and hygienic environment that supports effective teaching, learning, and the wellbeing of pupils, staff, and visitors. The role holder will undertake cleaning duties to specified standards and contribute to always maintaining a pleasant school environment.

Safeguarding Children and Safer Recruitment

The Trust and our schools are committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring (DBS) check. All support staff posts are subject to the Asylum and Immigration requirements.

It is essential to have all due regard for safeguarding and promoting the welfare of children and young people and follow all associated child protection and safeguarding policies as adopted by the Trust to ensure:

- Policies are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated safeguarding leads and other staff to discharge their responsibilities, including taking part in inter-agency meetings and contributing to the assessment of children.

- All staff and volunteers feel able to raise concerns about unsafe practice regarding children and such concerns are addressed sensitively and effectively in a timely manner.

Key Duties and Responsibilities

Cleaning Duties

- Clean designated areas of the school and nursery building to the required standards and frequencies.
- Sweep, vacuum, mop, and wash floors.
- Dust, polish, and clean furniture, fixtures, fittings, and surfaces.
- Clean toilets, washrooms, and changing areas, replenishing consumables where required.
- Clean internal windows and glass surfaces that can be reached safely from ground level.
- Clean walls, doors, and other surfaces within safe working limits.
- Empty waste bins and remove rubbish to designated collection points.
- Launder cleaning cloths, tea towels, and other reusable cleaning materials where required.
- Replenish consumables around the school making sure facilities are well stocked each day.

Use of Equipment and Materials

- Operate cleaning equipment and machinery safely and effectively following appropriate training.
- Use, handle, and store cleaning products and chemicals in accordance with COSHH regulations, manufacturer instructions, and school procedures.
- Ensure equipment is clean, maintained, and stored safely after use.
- Report faulty equipment or shortages of cleaning supplies to the relevant supervisor.

Site Standards and Maintenance

- Maintain cleanliness and tidiness of external areas as directed.
- Undertake seasonal cleaning tasks and deep cleaning activities as required.
- Identify and report hazards, damage, and maintenance issues, or security concerns promptly.
- Assist in maintaining a safe environment for pupils, staff, and visitors.

Health and Safety

- Comply with all Health and Safety legislation, regulations, and school procedures.
- Take reasonable care of personal health and safety and that of others affected by work activities.
- Follow safe systems of work and risk assessments.
- Report accidents, incidents, near misses, and unsafe conditions promptly.

Professional Development

- Maintain relevant and current knowledge by regularly reflecting on personal practice, collaborating with school leaders and identifying suitable professional development opportunities to enhance effectiveness.
- Actively pursue opportunities to develop the skills, qualifications, and experience required for the role with support from the school and Trust.
- Engage in training, learning activities, and performance development processes as required.

Additional Responsibilities

- Always adhere to all school and Trust policies and procedures.
- Understand and fulfil data protection responsibilities in line with the Trust's Staff Code of Conduct and related policies and procedures.
- Understand and comply with safeguarding responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures.
- Promote inclusion and diversity and ensure equal opportunities for all.
- Contribute positively to the school and Trust's ethos, objectives, and overall work.
- Value and support the contributions of other professionals.

- Attend and actively participate in relevant meetings as required.

The role holder must demonstrate a flexible approach to the delivery of the role. This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The role holder may be required to carry out other duties appropriate to the level of the role.

Person Specification		
	Essential	Desirable
Qualifications and Experience		
GCSE's or equivalent, including at least a Grade C/4 in English and Maths.	✓	
Relevant cleaning, health and safety, or COSHH training.		✓
Experience of carrying out cleaning duties.	✓	
Experience of cleaning within a school or educational setting.		✓
Experience working to agreed standards and completing basic cleaning records or checklists.	✓	
Experience of using commercial cleaning equipment.		✓
First Aid Qualification.		✓
Skills and Knowledge		
Good communication skills.	✓	
Good interpersonal skills and the ability to work as part of a hard-working, enthusiastic, and committed team.	✓	
Understanding of the importance of maintaining high standards of cleanliness and hygiene.	✓	
Ability to follow instructions and cleaning schedules.	✓	
Awareness of basic health and safety requirements.	✓	
Knowledge of COSHH regulations.		✓
Understanding of infection prevention and control procedures.		✓
Safeguarding and Promoting the Welfare of Students		
Ability to build and maintain positive relationships with children, parents/carers, and other staff.	✓	
Committed to safeguarding and promoting the welfare of children and young people.	✓	
Personal Qualities and Attributes		
Flexible, self-motivated, and enthusiastic.	✓	
Patient and friendly approach.	✓	
A belief in inclusion and diversity.	✓	
Be committed to your own professional development and keen to make a significant contribution to the life of our school.	✓	
Demonstrate an interest in the ethos, mission, and values of the Trust and school.	✓	