



Person Specification Cleaning Assistant

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Willingness to undertake induction training. 	<ul style="list-style-type: none"> Cleaning and support services N/SVQ Level 1 OR equivalent experience or equivalent qualification, or willingness to train to achieve these. Numeracy and Literacy Level 2.
Experience		<ul style="list-style-type: none"> Experienced in the use of a buffing machine. Industrial cleaning work.
Skills and Knowledge	<ul style="list-style-type: none"> Ability to relate well to children and adults 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 Ability to work on own or as part of a team 	<ul style="list-style-type: none"> Knowledge of basic hygiene procedures
Beliefs, Values and Personal Qualities	<ul style="list-style-type: none"> Energy, enthusiasm and drive Ability to work under pressure Flexibility Attention to detail Team player Able to work with minimal supervision Committed to providing the best for all students at Castleford Academy. 	



**Job Description
Cleaning Assistant**

RESPONSIBLE TO	Premises Team Maintenance Operative
-----------------------	--

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 RESPONSIBILITY

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 school 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 line manager.
- 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 school.
- 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 school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- Comply with health and safety policies and procedures at all times.
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times.

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 and 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.

Continuing Professional Development

- 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.