



Job Specification Job Title: Cleaning Assistant

Grade: 3

Reporting to: School Business Manager

Location: Three Lane Ends Academy

Workplace Based Overall Purpose of the Post:

Keeping allocated areas clean and hygienic, to an acceptable standard working to a work schedule.

Training Safe Use of Equipment:- (Training can be provided)

- Suction Cleaner.
- Standard Speed Rotary Floor Machine.
- Fast Speed Rotary Floor Machine. NVQ Level 2 Cleaning & Support Services.

Desirable Qualifications

- NVQ Level 2 Customer Service.
- NVQ Level 1 Cleaning & Support Services.
- BICSc – 10 Tasks Proficiency Certificate. Infection Control & Bio Hazard.

Knowledge Numeracy Team working Experience - None required

Cleaning experience

Physical Skills Manual skills required e.g. vacuum cleaning / use of rotary machines. Competencies and other skills required Ability to work alone or as part of a team. Willingness to work towards the NVQ qualifications.

Key Outcomes/ Activities

- Damp wiping of surfaces, fixtures & fittings.
- Dust sweeping and damp mopping of hard surfaced floors.
- Cleaning Sanitary Areas, including toilets, showers etc...
- Suction cleaning of carpeted floors.
- Using electrical equipment suitable for the job.
- Any other tasks outlined in the Work Schedule
- All of the above following H&S, COSHH and policies.





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The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time.

Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis

Responsibility for Resources Employees (Supervision): None

Financial: None **Physical:** Light equipment **Cleaning materials** **Cleaning equipment**

Customers and Clients: Cleaning management, employees, members of the public.

Working Conditions: The post involves walking, standing & bending. Requires flexibility & manual handling



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