

Job Description: Cleaning Assistant



Title of Post	Cleaning Assistant
Grade and SCP	Salary Living Wage for Age
Hours/Working Weeks	10 hours per week/Term Time + 2 weeks in the summer
Post Status	Permanent, Part Time
Accountable To	Operations Manager

Main Purpose

To carry out cleaning duties as directed by the Operations Manager.

To help ensure that the day to day delivery of the cleaning provision within the school site is provided according to the requirements of the school leaders.

Duties and Responsibilities

- To carry out general cleaning duties as necessary and as requested in your dedicated areas, these will include rest room areas of both staff and students
- To ensure the safe use of all machinery, equipment and chemicals when appropriate
- To report any incidents / problems to the Site Manager
- In the absence of any team members to assist in the cleaning of their dedicated areas
- To ensure this is achieved the level of cleaning within your area can be expected to be reduced – thus ensuring 'basic' cleaning is achieved within all areas of the school site.
- To participate in the periodic cleaning sessions i.e., to include the last two weeks of summer holidays when all building works have been completed.
- Be aware of and comply with policies and procedures relating to children protection, health, safety & security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and vision of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

A key facet to this role is to ensure that your individual, team and service objectives are met, whilst ensuring that as part of a team you aid successfully in supporting the wider vision of the school. You will be expected to ensure the health and safety, as well as the wellbeing of employees whilst promoting equality and diversity. The duties detailed within this job description are illustrative and you will be expected to undertake reasonable additional duties when requested.

Professional Development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness;
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Other Responsibilities

- Responsibility for safeguarding and promoting the welfare of children.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all schools policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the Schools and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

CEO signature:

Date:

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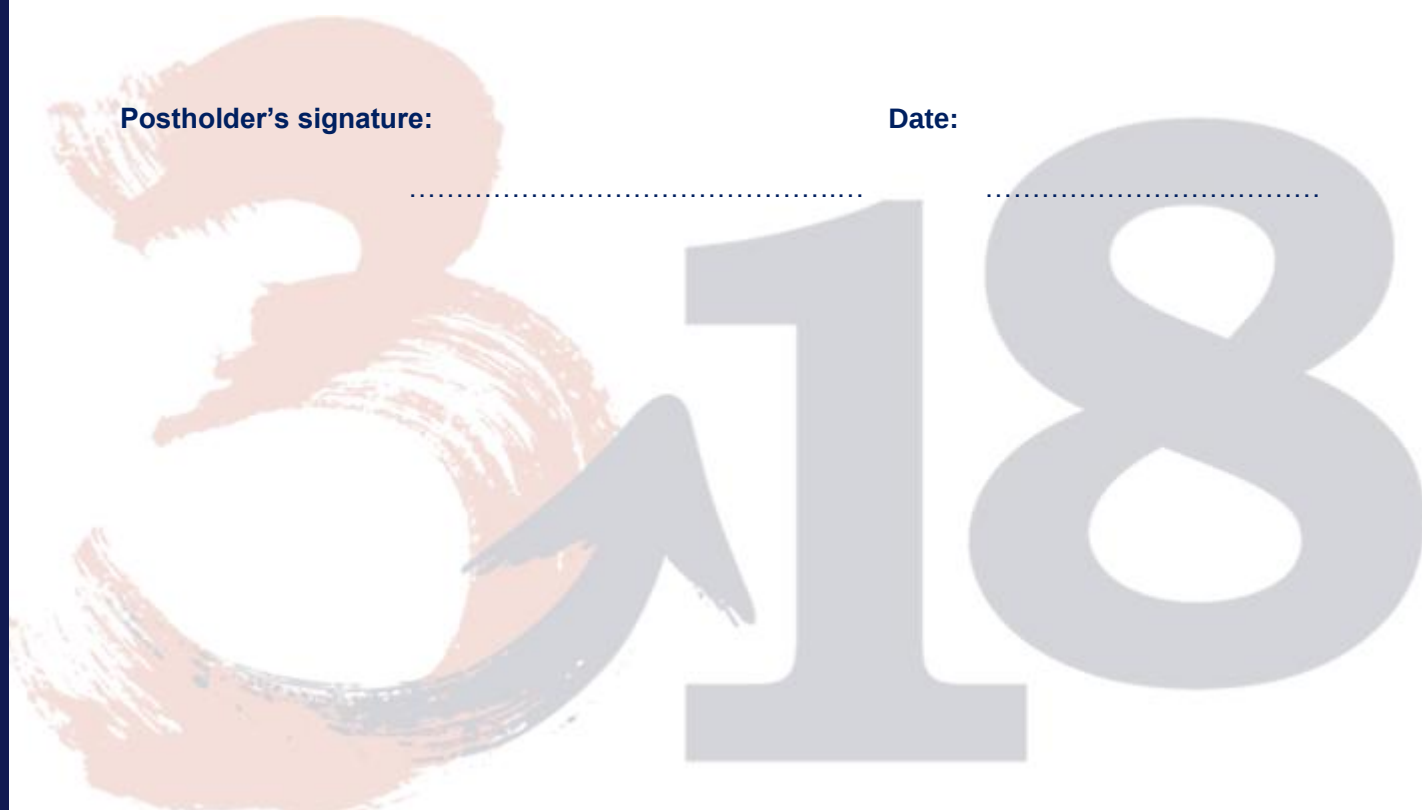
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Postholder's signature:

Date:

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Person Specification – Cleaning Assistant

	Essential
Qualifications	• Good standard level of education • First aid qualification or willingness to undertake
Work or Relevant Experience:	• Previous experience within a cleaning environment • Able to work effectively with colleagues from a range of backgrounds
Skills/Knowledge	• Previous experience of working within a cleaning environment • Knowledge of health and safety legislation • A keen eye for detail and focus on health and safety
Personal Attributes	• Have a commitment to lifelong learning • Have a willingness to be punctual and flexible within your working environment • Be able to demonstrate high standards and commitment to providing a quality service • Be enthusiastic, work hard and have a willingness to learn and be a positive team member • Willing to be part of the whole school team and to take an active part in school life. • Adhere to the dress code of the school staff • Ability to work outside of normal office hours at peak work load periods
Special Conditions	• Sufficiently fluent in spoken English to ensure effective performance in the role • Able to work at times to meet the needs of the service • Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check • Understanding the importance of safeguarding and promoting the welfare of children.