



## Person Specification Cleaning Assistant

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Willingness to undertake induction training.</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning and support services N/SVQ Level 1 OR equivalent experience or equivalent qualification, or willingness to train to achieve these.</li> <li>Numeracy and Literacy Level 2.</li> </ul>
Experience		<ul style="list-style-type: none"> <li>Experienced in the use of a buffing machine.</li> <li>Industrial cleaning work.</li> </ul>
Skills and Knowledge	<ul style="list-style-type: none"> <li>Ability to relate well to children and adults</li> <li>Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards</li> <li>Willingness to gain knowledge of health and safety procedures and precautions</li> <li>Willingness to gain awareness of COSHH regulations</li> <li>Willingness to gain awareness of health and hygiene procedures</li> <li>Willingness to observe the Code of Safe Working Practice for Caretaking and Premises (Staff) *</li> <li>Willingness to participate in development and training opportunities</li> <li>Ability to work on own or as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of basic hygiene procedures</li> </ul>
Beliefs, Values and Personal Qualities	<ul style="list-style-type: none"> <li>Energy, enthusiasm and drive</li> <li>Ability to work under pressure</li> <li>Flexibility</li> <li>Attention to detail</li> <li>Team player</li> <li>Able to work with minimal supervision</li> <li>Committed to providing the best for all students at Castleford Academy.</li> </ul>	



**Job Description**  
**Cleaning Assistant**

<b>RESPONSIBLE TO</b>	<b>Premises Team Maintenance Operative</b>
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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 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.