



Job Description

Title: Cleaning Assistant

Reporting to: Head teacher

Main Workplace: Onny Primary School

Grade and SCP: Grade 1 SCP3

Purpose of the post

Under the direction/instruction of senior staff, provide a clean and hygienic school environment which meets specified cleaning standards

Principal Duties and Responsibilities

Main Responsibilities

- Carry out general cleaning duties
- Use electrical cleaning equipment as appropriate
- Ensure the safe use of all machinery, equipment and chemicals
- Keep external areas of the premises clean and tidy
- Report any incidents/problems to senior staff

Other Responsibilities

- Be aware of and comply with all school policies and procedures.
- Be aware of and comply with policies relating to child protection, health, safety and 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/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meets as required.

- Participate in training and other learning activities and performance development as required.

Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

Other Duties

- Any other duties that the Headteacher, EHT/CEO/Governing Body/Trustees feel is 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.

Review and signatures

- This job description is subject to review by the Headteacher/EHT/CEO/Governing Body/Trustees 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.