

### Job Description

<b>Job Title</b>	Cleaning Assistant
<b>Grade</b>	A/B
<b>Responsible To</b>	Site Supervisor / Site Manager
<b>Staff Manage</b>	None
<b>Job Family</b>	Site Team
<b>Job Purpose:</b>	To provide a high quality, effective cleaning service to ensure a clean and hygienic environment for all building users.
<b>Job Context:</b>	The caretaker and cleaning team as a whole are responsible for maintaining high standards of cleanliness throughout the school. The post is required to work with cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided.
<b>Accountabilities / Main Responsibilities</b>	
<b>Operational Issues</b>	<ul style="list-style-type: none"> <li>• To carry out cleaning duties within allocated timescales and to take a flexible approach in order to meet the schools requirements.</li> <li>• Duties will include (but not exhaustive):</li> <li>• General dusting of furniture, fixings and fittings</li> <li>• Dust control mopping/sweeping of floors</li> <li>• Vacuuming floors</li> <li>• Cleaning and polishing floors using electrical buffing machine</li> <li>• Damp/wet mopping of floors</li> <li>• Polishing furniture, cleaning internal glass</li> <li>• Cleaning of sanitary fittings</li> <li>• To use cleaning materials as instructed</li> <li>• Specialist cleaning (e.g. stripping &amp; sealing of floors)</li> <li>• Emptying of waste paper bins</li> <li>• Wiping surfaces, fixtures and fittings &amp; paintwork</li> <li>• Ad-hoc litter picking duties</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Communicate effectively with other members of staff within the school.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate</li> <li>• Know about data protection issues in the context of your role.</li> <li>• Maintain confidentiality as appropriate</li> <li>• Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.</li> </ul>
<b>Systems and Information</b>	<ul style="list-style-type: none"> <li>• To fulfil the necessary administrative tasks associated with the responsibilities of the post.</li> </ul>
<b>Resource Management</b>	<ul style="list-style-type: none"> <li>• To participate in the training and development and performance management processes within the school</li> <li>• Store cleaning equipment and products safely and securely</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> </ul>

	<ul style="list-style-type: none"> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> <li>• Perform duties in line with health &amp; safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement.</li> <li>• Develop own understanding of equality issues.</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances.</li> <li>• Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager.</li> <li>• Permanent &amp; significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>• Understand your own role and its limits, and the importance of providing care or support.</li> </ul>

**Person Specification**

<b>Job Title</b>	Cleaner	
<b>Grade</b>	A/B	
<b>Responsible To</b>	Site Supervisor / Site Manager	
<b>Staff Manage</b>	None	
<b>Job Family</b>	Site Team	
<b>Essential</b>		<b>Desirable</b> (if not attained, development may be provided for successful candidate)
<b>Knowledge</b>		
<ul style="list-style-type: none"> <li>• Awareness of Health &amp; Safety</li> </ul>		<ul style="list-style-type: none"> <li>• Ability to use floor machines</li> </ul>
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• Experience of undertaking general cleaning duties</li> </ul>		<ul style="list-style-type: none"> <li>• Experience of working as part of a team</li> <li>• Experience of cleaning in a large environment</li> </ul>
<b>Occupational Skills</b>		
<ul style="list-style-type: none"> <li>• Able to work with minimum supervision.</li> <li>• Self-motivated</li> <li>• Punctuality</li> <li>• Flexible approach</li> <li>• Attention to detail</li> <li>• Ability to manage time effectively to complete tasks to a high level.</li> <li>• Ability to work both alone and within a team to achieve specified standards</li> <li>• Good verbal communication skills</li> </ul>		
<b>Qualifications</b>		
		<ul style="list-style-type: none"> <li>• Appropriate first aid training (<i>dependant on the school's needs</i>)</li> </ul>
<b>Other Requirements</b>		
<ul style="list-style-type: none"> <li>• Enhanced DBS clearance</li> <li>• Ability to carry out general cleaning duties as detailed in the Job Description</li> </ul>		