

JOB DESCRIPTION

POST TITLE	Cleaning Assistant
SCALE	SCP 6
HOURS OF WORK	10 to 15 hours per week term time only
REPORTING TO	Facilities Manager/Business Manager
LOCATION	Ponfrac Academies Trust – all locations

JOB PURPOSE

Overall Purpose of the Post

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

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

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.

Tasks - 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.

Tasks - Organisation

- Maintain and arrange orderly and secure storage of supplies.
- Ensure cleanliness of equipment, check for quality/safety - reporting any faults to a Senior Officer.
- 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 and visitors (in accordance with appropriate health & safety legislation) at all times.

Any other cleaning tasks which may be outlined in the work schedule.

Working Conditions

Vibrating tools will be in use.

The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of equipment.

The job involves cleaning all areas of the school as directed.

General Duties

- Ensure that you understand and comply with the Trust Health and Safety Policy by following the relevant procedures in place.
- To uphold and promote the safety and wellbeing of students by adhering to safeguarding procedures.

The post involves some direct impact on the wellbeing of pupils and staff through undertaking tasks or duties related to the post.

Other Duties and Responsibilities

- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security.
- Work effectively as part of team.
- Willingness to learn new skills.

The duties and responsibilities highlighted in the 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. The job description may be amended at any time in consultation with the post holder.

Date Prepared: September 2018

PERSON SPECIFICATION

			Assessed by:	
No.	CATEGORIES	ESSENTIAL/ DESIRABLE	APP FORM	INTERVIEW/ TASK
QUALIFICATIONS				
1.	Willingness to undertake training relevant to the post.	E	√	√
2.	Cleaning and support services N/SVQ Level 1 OR equivalent experience or equivalent qualification, or willingness to train to achieve these.	D	√	√
3.	Support Work in Schools (SWiS) - Level 2.	D	√	
4.	Numeracy / Literacy - Level 2.	D	√	
ABILITIES, SKILLS AND KNOWLEDGE				
5.	Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards.	E	√	√
6.	Willingness to gain knowledge of health and safety procedures and precautions.	E	√	√
7.	Willingness to gain awareness of COSHH regulations.	E	√	√
8.	Willingness to gain awareness of health and hygiene procedures.	E	√	√
9.	Willingness to observe the Code of Safe Working Practice for Caretaking and Premises (Staff).	E	√	√
10.	Willingness to participate in development and training opportunities (employees are encouraged to participate in training activities in order to enhance their own personal development).	E	√	√
11.	General cleaning work in a non-domestic environment.	E	√	
12.	Attention to detail.	E	√	√
13.	Ability to prioritise and use own initiative individually and as part of a team.	E	√	√
14.	Ability to relate well to children and adults.	E	√	√
15.	Ability to operate commercial equipment, for example floor scrubbers.	D	√	√