

Job Description

POST: Cleaning Assistant

RESPONSIBLE TO: Cleaning Team Manager

SALARY: SP 2- 4

KEY RELATIONSHIPS: Academy Leadership Team; relevant teaching and support staff; LA representatives; partner professionals; parents/carers; local community; hub council; other Oasis Academies and Oasis Community Learning national staff.

LOCATION: Oasis Academy Isle of Sheppey

WORKING PATTERN: Monday to Friday 3.30 – 6.30pm – 44 weeks

JOB PURPOSE: Clean and maintain areas of the establishment, under the direction of both the cleaning supervisor and any senior member of staff to ensure they are kept clean.

DISCLOSURE LEVEL: Enhanced DBS

- Clean and maintain areas of the establishment, under the direction of both the Cleaning supervisor and any senior member of staff to ensure they are kept clean and tidy.
- Provide a comprehensive cleaning service to include dusting, vacuuming, washing floors, emptying bins etc, to ensure high standards of cleanliness and hygiene at all times.
- Maintain clean toilets to ensure hygiene standards are met
- Ensure outside grounds are kept free from rubbish and debris so a clean and tidy appearance is maintained to the agreed specification.
- Report any defects to a senior member of staff to ensure health and safety procedures are followed and to enable repairs to be carried out.
- Undertake, during holiday periods, a complete 'spring' clean of all areas including window cleaning, moving furniture to clean behind it, skirting boards, varnishing wooden floors etc, to ensure all areas are clean and fresh.
- Comply with Health & Safety, Fire Regulations and other Academy policies and attend training courses as required.
- Any other duties in support of the Academy as reasonably decided by The Principal/Academy Senior Leadership Team

NB: The post holder will be expected to fulfill their duties in such a way as to safeguard and promote the welfare of Academy

Person Specification

Candidates will be assessed against the following

Essential Skills, Knowledge and Qualifications

- The ability to undertake cleaning activities
- The ability to use tools/equipment required for the role
- Be physically fit to undertake cleaning duties
- Good interpersonal skills.
- Ability to work to own initiative
- Methodical and organised
- Ability to understand and follow health and safety related instructions
- A willingness to undertake any training and development related to the role
- Able to demonstrate the willingness, commitment and ability to safeguard and promote the welfare of Academy students

Desirable Skills, Knowledge and Qualities

- 2 Years relevant school experience
- 2 years experience of working in a similar role