

Cleaning Assistant

Job Description

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| Grade | G2 P10 FTE £18,084 (Pro Rata Salary £6,488) |
| Hours | 15 hours per week x 41 weeks per year 3.30pm – 6.30pm Mon, Tues, Thur & Fri and 2.30pm-5.30pm Wed. |
| Line Manager | Cleaner In Charge |
| Responsible for | N/A |
| Liaison with | Governors, Headteacher, Teaching staff, support staff, parents, students |
| Job Purpose | To support colleagues in the Cleaning Team to offer a comprehensive, professional cleaning service for the school and maintain a very high standard of hygiene and working practice. |

Specific Duties:

- To be responsible for ensuring the cleanliness of a designated area and for maintaining high and consistent cleaning standards as per the cleaning specification
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the specification but require attention as part of maintaining overall high standards around the school
- Liaise with caretaker and Cleaner In Charge and other members of staff as required to ensure the cleaning rota operates smoothly around both school events and outside lettings.
- Report cleaning supplies requirements and stock levels to the cleaner in charge
- Work as part of a team and support other members of the cleaning team to meet standards and school objectives
- To undertake 'on the spot' cleaning and to deal with spillages immediately
- To be responsible for care and maintenance of cleaning equipment assigned
- Maintain a tidy and clean storage area/cupboard
- To be familiar with the use of all cleaning materials and equipment with particular emphasis on responsibilities concerning COSHH and Health and Safety Regulations
- To be familiar with and adhere to the salient aspects of current Health and Safety Regulations
- Areas will be rotated on a regular basis

General Duties:

- To work flexibly, undertaking tasks as directed, commensurate with the grade of the post
- To participate in the Performance Management process and undertake any training commensurate with the post
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Person Specification

The following outlines the criteria for this post. Applicants who have a disability and who meet all the essential criteria will be shortlisted.

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| Knowledge | <ul style="list-style-type: none"> • Of the use and storage of cleaning materials and liquids | Desirable |
| | <ul style="list-style-type: none"> • An understanding of Safeguarding | Essential |
| Qualifications & Experience | <ul style="list-style-type: none"> • GCSE/O Level | Desirable |
| | <ul style="list-style-type: none"> • Cleaning in an education environment • Previous cleaning experience and knowledge | Desirable Essential |
| Skills & Abilities | <ul style="list-style-type: none"> • Ability to communicate effectively with individuals and groups of students, teachers and other members of staff, parents and professionals. | Essential |
| | <ul style="list-style-type: none"> • A passion for working at a high standard | Essential |
| | <ul style="list-style-type: none"> • Well organised with a strong attention to detail | Essential |
| | <ul style="list-style-type: none"> • Able to work under pressure and prioritise own workload to achieve deadlines | Essential |
| | <ul style="list-style-type: none"> • Ability to accept guidance and direction from line manager. | Essential |
| | <ul style="list-style-type: none"> • An understanding of Data Protection legislation and GDPR. | Desirable |