Towers School and Sixth Form Centre 

**Job Description:** Maintenance & Cleaning Assistant

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| **Pay Grade: KR3** |  |

**RESPONSIBLE TO:** Cleaning Supervisor

Hours: *30* hours a week - *43* weeks a year

**Purpose of the Job:**

To undertake maintenance and cleaning duties to maintain a high standard within the school, as directed.

**Key duties and responsibilities:**

1. Undertake cleaning of allocated areas in line with specified standards and as directed.
2. Operate / use domestic and industrial cleaning equipment and materials, following appropriate training.
3. To perform a wide range of work practices and trade skills within the concept of flexible multi skilled working.
4. To carry out all duties with the guidelines of the Schools Health and Safety Policy.
5. Maintain the lawns, flower beds, hedges, playing fields and hard court areas to a high standard ensuring they are safe, fit for purpose and litter free.
6. Ensure roads, pathways and all access areas are kept clear of leaves, other tree debris and litter.

**Individuals in this role may also undertake some or all of the following:**

1. Undertake specialised cleaning programmes during school closures or other designated periods.

1. Assist with the maintenance of specialised equipment following training, for example sports/theatrical equipment
2. Undertake lettings and carry out associated tasks, in line with local agreements.
3. Act as a designated key holder, providing emergency access to the school site
4. Act as school contact in relation to premises related contractors
5. Organise testing for asbestos and other health and safety procedures.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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**Person Specification:** Maintenance and Cleaning Assistant

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

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA**  |
| **QUALIFICATIONS** | * Driving license – Essential
* Level 1 or 2 Diploma (or equivalent) with proficient practical and technical skills relevant to the job)
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| **EXPERIENCE** | * Previous experience in a similar role
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| **SKILLS AND ABILITIES** | * Use of a range of basic cleaning equipment, etc.
* Able to communicate factual information politely and courteously.
* Has everyday spoken skills e.g. face-to-face conversations.
* Able to listen, observe and report information to supervisor.
* Use of basic equipment or machinery.
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| **KNOWLEDGE** | * Understands and able to apply Health and Safety procedures relevant to the job such as:
	+ Manual handling.
	+ Safe use of machinery and/or equipment.
	+ COSHH.
	+ First Aid and Hygiene Practice.
	+ Lone working procedures and responsibilities.
* Able to recognise and to deal with emergency situations.
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