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**THE KING’S ACADEMY**

**CLEANING ASSISTANT**

**JOB DESCRIPTION**

The main duties of the Cleaning Assistant role include:

* To undertake all cleaning and associated duties in relation to the operation of the cleaning service as assigned.
* Duties include: sweeping, vacuum cleaning, disposal of rubbish, dust, damp wiping, burnishing, mopping, cleaning of toilet / shower areas and associated activities.
* To ensure duties are undertaken in accordance with the work schedule and customer requirements.
* To comply with all Academy and site rules, regulations, procedures and policies.
* To use cleaning machinery, equipment and chemicals in accordance with COSHH procedures.
* To report immediately to your line supervisor any unsafe procedures, working practices and unsafe machinery, including any dangerous occurrences, near misses and accidents.
* Additional duties of which you are capable and/or as reasonably requested and/or consistent with the purpose of the role as required by the Academy or the Foundation under the direction of the Line Manager or Principal.

The Cleaning Assistant reports to the Cleaning Supervisor in order to provide an efficient, effective and quality service.

The Emmanuel Schools Foundation is committed to safeguarding of children and all staff are expected to ensure that The King’s Academy is a safe and secure environment for our students.

**N.B.** Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes.