

CLEANING ASSISTANT

JOB DESCRIPTION & PERSON SPECIFICATION

GRADE: 2, Point 2 (Fixed)

DATE UPDATED: 19/12/23

DIGNITY AT WORK: To show, at all times, a personal commitment to treating all students and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the School's Equal Opportunities in Employment Policy.

PURPOSE: Under the direction of the Facilities Manager and/or Site Facilities Officer, provide efficient, effective and safe cleaning of the school premises in accordance with the cleaning specification, ensuring that the school is cleaned to an appropriate standard.

PRINCIPAL ACCOUNTABILITIES:

1.	To promote and safeguard the welfare of children and young people.
2.	To be aware of and comply with all school policies and procedures, including those relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3.	To ensure that all designated areas (including fixtures, fittings and internal fabric of the building) are cleaned and maintained to the highest standard wherever it is considered practical, requested of you, or observed to be required.
4.	To undertake specialist deep cleaning tasks as required and during periods of school closure.
5.	To safely operate domestic and industrial cleaning equipment and materials.
6.	To ensure that all cleaning equipment and storage areas are in a clean and safe condition.
7.	To replenish hygiene equipment and materials as appropriate.
8.	To undertake first aid training as required.
9.	To maintain high standards of cleanliness across the school, reporting concerns (including faults, damage or vandalism) to the Cleaning Supervisor.
10.	To work as part of a team to ensure the cleaning requirements of the school are undertaken to a high standard.
11.	To secure/close internal doors and windows as appropriate.
12.	To work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same.
13.	Ensure that personnel appearance, including uniform and foot wear, comply with the standards set down by the Trust Facilities Manager.
14.	To set an example of positive personal integrity and professionalism, with positive, appropriate and effective communications and relationships at all levels.
15.	Keep up to date with and observe relevant child protection procedures, in line with keeping Children Safe in Education and Guidance for Safer Working Practice for Adults who work with Children and Young People in Education settings.

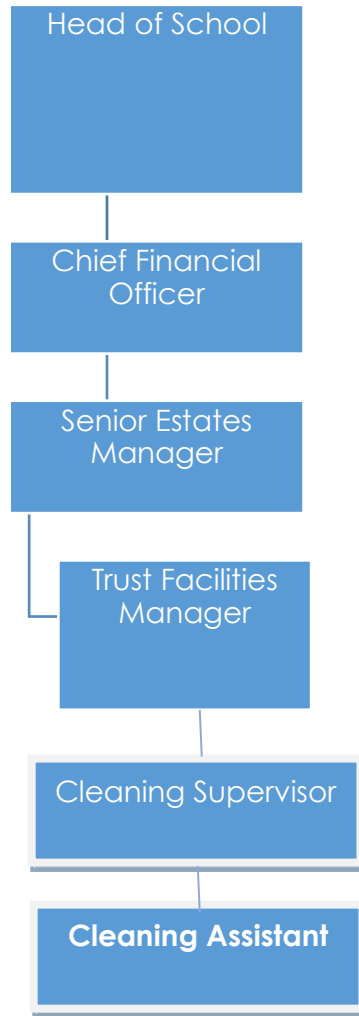
16.	Observe relevant health and safety regulations as they relate to your working practices and responsibilities, including the Health & Safety at Work Act 1974 and SMC health & safety procedures.
17.	Undertake such duties as may be reasonably required commensurate with the grade of the appointment.
OTHER RESPONSIBILITIES: The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on St Cuthbert's RC Academy Trust, as your employer and you as an employee of the Trust. In addition to the Trust's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the Trust's H&S policy.	
GENERAL: The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Trust are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust, including remotely where necessary.	

DIMENSIONS:	
<ul style="list-style-type: none"> • Responsibility for Staff: None • Responsibility for Customers/Clients: Responsible for presenting a professional, friendly, welcoming service to pupils, staff and members of the school community (e.g. visitors). To ensure the school is clean for all staff, pupils and visitors and to ensure the safe storage of cleaning materials and equipment. • Responsibility for Budgets: None. • Responsibility for Physical Resources: The postholder is responsible for the safe and effective use and storage of a variety of cleaning materials and equipment. 	

DECISION MAKING:	
<ul style="list-style-type: none"> • Make decisions in relation to their own job and when to refer difficulties to the Trust Facilities Manager. • Decide on safest working practice when using cleaning materials and equipment to ensure safe practice. • Application of COSHH regulations regarding stock control and safe storage. 	

WORKING RELATIONSHIPS:	
<ol style="list-style-type: none"> 1. Within Service Area/Section: Immediate work colleagues, accountable to the Cleaning Supervisor/Trust Facilities Manager. <ul style="list-style-type: none"> • With Any Other Areas: School based staff. • With External Bodies to the School: External users of the site. 	

ORGANISATION CHART:



	Low	Moderate	High	Supporting Information (if applicable)
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).		√		Use and movement of equipment; high reaching; fast paced.
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).	√			Routine tasks performed to timetables.
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.	√			

PERSON SPECIFICATION		Tick relevant column		List code/s*
<p>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</p> <p>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References</p>		Essential	Desirable	How identified
		1. Qualifications:		
	Basic numeracy and literacy skills	X		AF, CQ
	Level 1 Practical Cleaning Skills (or suitable cleaning experience)	X		AF, CQ
	Safeguarding Level 1 (on appointment)	X		AF, CQ
	First Aid Certificate		X	AF, CQ
	COSHH training		X	AF, CQ
	Willingness to work towards personal development, attending relevant training courses relevant to the role	X		AF
2. Relevant Experience:				
	Experience of working in a cleaning environment	X		AF, I, R
	Experience of working in a school environment		X	AF, I, R
3. Skills (including thinking challenge/mental demands):				
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		AF, I, R
	Ability to keep a high degree of confidentiality and discretion	X		I
	Ability to work on own initiative, knowing when to take direction and support from your line manager	X		AF, I, R
	Accurate and well organised approach to work, with the ability to plan and prioritise	X		AF, I, R
	Ability to work well as part of a team, independently or under direct instruction	X		AF, I, R
	Ability to take (and act on) instructions from the Cleaning Supervisor.	X		AF, I, R
4. Knowledge:				
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	X		AF, I
	A knowledge of GDPR/data protection and an appreciation of the importance of confidentiality	X		AF, I
	Know the importance of the impact of good first impressions	X		I
	A knowledge of the safe use of cleaning materials and equipment.	X		AF, I
5. Interpersonal/Communication Skills:				
	Ability to establish professional, effective working relationships with a range of internal and external partners/colleagues, parents, visitors and students.	X		AF, I, R
	Good verbal skills.	X		I
6. Additional Requirements:				
	To work flexibly as required.	X		On appointment
7. Disclosure of Criminal Record:				
	The successful candidate's appointment will be subject to the school obtaining a satisfactory Enhanced Disclosure from the Disclosure and Barring Services.	X		On appointment