



Holyhead

Teach What Matters

Post Title and Grade	Cleaning Assistant - 20 hours per week
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Reporting to	Cleaning Supervisor
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Liaising with	Cleaning Team, Cleaning Supervisor & Site Lead
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Areas of Responsibility and Key Tasks

Core Responsibilities

The cleaning team as a whole are responsible for maintaining high standards of cleanliness throughout the school. Each cleaner will be responsible for an area and will be expected to clean to the frequency and standard set out. At the direction of the Cleaning Supervisor or Site Lead, cleaning staff will clean other areas as required.

Key Tasks

1. Classrooms/ Group Rooms / Music Room/ Staff Room/ Offices/ Meeting Rooms and OLC:

- Vacuum (spot clean where necessary)
- Hard flooring – dust control sweep or vacuum, damp mop 3 classrooms per day
- Furniture / desks – damp dust (all removable furniture e.g. trolleys must be pulled out and cleaned under)
- Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges)
- Bins – empty daily and damp wipe monthly
- Clean inside and outside surrounds of sinks
- Doors – remove marks from glass, doors and walls
- Clean telephones

2. Toilet and Cloakroom Areas:

- Clean lavatory basins with appropriate cleaner provided.
- Clean inside and outside surrounds of sinks
- Clean tap
- Wipe tiles
- Polish mirrors
- Wipe paintwork
- Empty black sacks/rubbish bins
- Clean and mop floor with appropriate cleaner and bleach as instructed

3. Corridors:



Holyhead

Teach What Matters

- Hard flooring – dust control sweep or vacuum, damp mop 3 classrooms per day. Carpeted areas to be hovered and spot cleaned where necessary.
- Furniture / desks – damp dust (all removable furniture e.g. trolleys must be pulled out and cleaned under)
- Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges) Polish door handles (weekly)
- Doors – remove marks from glass, doors and walls

4. Stairs:

- Vacuum carpet (spot clean where necessary)
- Hard flooring – dust control sweep or vacuum, damp mop 3 classrooms per day
- Furniture / desks – damp dust (all removable furniture e.g. trolleys must be pulled out and cleaned under)
- Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges)
- Doors – remove marks from glass, doors and walls

Other Responsibilities

Other specific duties to include:

- Clean and disinfect sinks inside and outside with appropriate cleaner in relevant classrooms
- Wipe and disinfect work all surfaces, kitchen units and tiles in relevant classrooms
- Any other appropriate duties as requested by the Cleaning Supervisor

Safeguarding

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders.
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify children who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To consider at all times what is in the best interests of the child
- To protect children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all children to have the best outcomes

Other Specific Duties

- To continue personal development as agreed.
- To engage actively in the performance review process.
- To undertake any other duty as specified by the School Teachers' Pay and Conditions Document not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified.



Holyhead

Teach What Matters

- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to adhere to Holyhead's agreed Code of Conduct.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition
- This job description is current at the date shown but in consultation with the post holder may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.
- The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.