



GENERAL ASSISTANT: The purpose of the job is to

- Support the housekeeping team to ensure the school is kept clean and sanitary

Duties and responsibilities

- Hoovering and mopping
- Polishing and dusting
- Emptying and recycling of litter bins
- Cleaning staff and children's facilities, including toilets
- Using powered equipment (e.g. vacuum cleaners and polishers) where appropriate
- Detecting and reporting premises defects
- Undertaking necessary action in event of severe weather or emergency (e.g. putting down salt and clearing paths in winter)
- Reporting any potential hazards on the school site
- Clearing spillages, cleaning tables and chairs, and sweeping floors
- Attending in-service training when required
- Taking part in job review meetings and housekeeping team meetings when requested
- Supporting the aims, ethos, and values of the school and ensuring they are followed by children in line with school policy

Supervision and management

- This post has no regular supervisory responsibility for staff but assists in work familiarisation of peers and new recruits

Decision making

- The post holder may make suggestions and recommendations about a child's behaviour or illness

Resources

- The post holder is required to use resources with care but is not personally accountable for the security of physical or financial resources

Working environment

- The post holder is constantly standing and walking
- Manual handling of equipment is involved
- There is background noise from children
- The post holder deals with children and may come into contact with parents or other visitors to the school

Communication

- Communicate effectively with children and colleagues

Health and safety

- Promote the safety and wellbeing of all children
- Maintain current and accurate safeguarding records e.g. through CPOMS

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies, and practices of the school, and maintain high standards of attendance and punctuality

Job Description



Professional development

- Attend mandatory Trust induction training on Safeguarding and Health and Safety within the first few weeks of taking up the post (these sessions may be delivered outside standard school hours)
- Complete regular (at least annual) training on subjects including safeguarding
- Take a proactive role in the Trust's appraisal procedures
- Take part in further training and development to continually improve
- Keep abreast of initiatives and developments in education, especially those relevant to the duties and responsibilities of the post

The post holder will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

This job description is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role.