Job Specification

Inspire Partnership MAT is committed to safeguarding and promoting the welfare of pupils and expects all staff to share this commitment.

POST TITLE:	Cleaning Assistant

REPORTING TO:	Premises Supervisor

GRADE: Grade 1, Point 1 (Apr 21)	**LOCATION:** South Hiendley Primary School

WORKING HOURS:	Part Time – 11.25 hours per week – AYR

OVERALL PURPOSE OF THE POST:

This job specification outlines the qualifications, competencies and experience required for the post, together with an outline of the key task and responsibilities.

General cleaning to include, buffing, vacuuming, dusting, emptying bins, the polishing of surfaces, wet and dry mopping of areas required.

Cleaning Assistants are responsible for operating cleaning equipment and using the materials that they have been trained to use in accordance with Health and Safety requirements. They will have the ability to complete all tasks to an agreed standard/quality and will demonstrate a flexible attitude to perform a variety of tasks upon request

To uphold and promote the Academy's child protection and safeguarding policies and procedures and ensure they are adhered to by all staff.

To promote the safety and wellbeing of students.

Requirements for the post.		
	Essential	**Desirable**
Qualifications/Training	Willingness to undertake induction training	Cleaning and support services N/SVQ Level 1 **OR** equivalent experience or equivalent qualification, or willingness to train to achieve these Support Work in Schools (SWiS) Level 2 Numeracy / Literacy (Level 2)
Knowledge	Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards Willingness to gain knowledge of health and safety procedures and precautions Willingness to gain awareness of COSHH regulations Willingness to gain awareness of health and hygiene procedures Willingness to observe the Code of Safe Working Practice for Caretaking and Premises (Staff) * Willingness to participate in development and training opportunities Team player	
Experience	General cleaning work	
Physical Skills	Use of relevant equipment/resources Level of physical fitness to carry out cleaning duties for a prolonged period including bending, walking, pushing, lifting and handling equipment Physically able to use cleaning chemicals.	
Competencies and other skills required	Ability to work on own or as part of a team Ability to relate well to children and adults Willingness to use relevant equipment	

RESPONSIBILITIES AND ACCOUNTABILITIES: (What the job is expected to achieve)

Cleaning

- Clean all surfaces, fixtures and fittings
- Clean floors, walls, partitions and internal woodwork as appropriate
- Clean toilets, changing rooms and other sanitary areas
- Clean equipment after use
- Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises

Waste

- Collect and dispose of waste in appropriate manner
- Clean and maintain waste bins

TASKS – RESOURCES

- Ensure the maintenance of a clean and orderly working environment
- Timely & accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping as directed
- Refill and replace consumables
- Report faulty equipment & other maintenance requirements to appropriate person
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate
- Monitor and record

TASKS – ORGANISATION

- Maintain and arrange orderly and secure storage of supplies
- Ensure cleanliness of equipment, check for quality/safety - reporting any faults to (a Senior Officer)
- Operate everyday equipment in accordance with instructions

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times

Any other cleaning tasks which may be outlined in the work schedule

People and Budgets
None

Physical Resources
Take good care of cleaning equipment

Customers and Clients
Pupils and Academy staff, visitors, parents, delivery people, contractors, environmental health officers

Working Conditions
Requires flexibility

The role requires regular manual handling of equipment & heavy items such as buffer, hoover.

The nature of the role is that the post holder will be on their feet /walking for the duration of their shift and must be able to bend down to clean hard to reach places.

All cleaning areas in the academy require the use of cleaning chemicals and buffer or hoover.

Employment checks required of this post:

- Evidence of entitlement to work in the UK
- Two satisfactory references
- An Enhanced DBS Certificate
- Confirmation of medical fitness for employment