



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Cleaning Assistant

GRADE: 1

REPORTING TO: Cleaning Supervisor

DATE PREPARED: 23/09/21

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 Cleaning Supervisor, 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:

Please note decision making must be included within the 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 undertake general cleaning duties as required to the fixtures, fittings and internal fabric of the building.
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.
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The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on St Mary's College, as your employer and you as an employee of the school. In addition to the School'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 School'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 School are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the School.

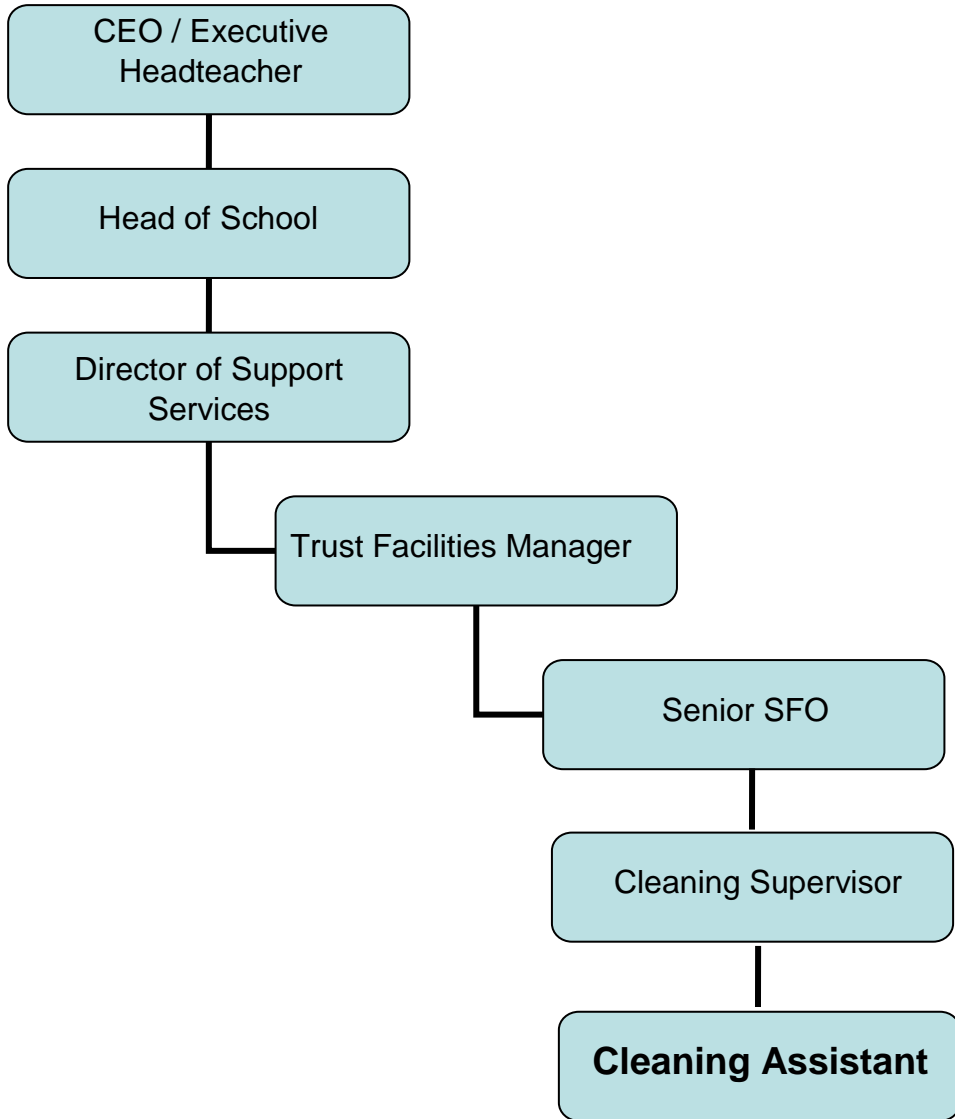
DIMENSIONS:
All sections should be completed – if there aren't any state 'none'

1. **Responsibility for Staff:** N/A
2. **Responsibility for Customers/Clients:** To maintain standards of friendliness and helpfulness in line with the ethos of the school. To ensure the school is clean for all staff, pupils and visitors and to ensure the safe storage of cleaning materials and equipment.
3. **Responsibility for Budgets:** None
4. **Responsibility for Physical Resources:** The postholder is responsible for the safe and effective use and storage of a variety of cleaning materials and equipment.

WORKING RELATIONSHIPS:
All sections should be completed – if there aren't any state 'none'

1. **Within Service Area/Section:** Immediate work colleagues, accountable to the Cleaning Supervisor.
2. **With Any Other Areas:** School based staff.
3. **With External Bodies to the School:** External users of the site.

ORGANISATION CHART:



	Tick relevant level for each category					Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).			X			
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		X				
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		X				

PERSON SPECIFICATION		Tick relevant column		List code/s*
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. <i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring CRB's), T = Test/Assessment, P = Presentation</i>		Essential	Desirable	How identified
1.	Qualifications:			
	L1 Practical Cleaning Skills (or suitable cleaning experience)	√		AF / I
	First Aid		√	AF / I
	COSHH		√	AF / I
2.	Relevant Experience:			
	Experience of cleaning	√		AF / I / R
	Experience of working in a school environment		√	AF / I / R
3.	Skills (including thinking challenge/mental demands):			
	Ability to form and maintain appropriate relationships and personal boundaries with children	√		I / R

	Ability to work under own initiative and undertake specific tasks within an agreed timescale	√		I / R
	Ability to take (and act on) instructions from the Cleaning Supervisor.			
4.	Knowledge:			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	√		I
	A knowledge of the safe use of cleaning materials and equipment.	√		I
5.	Interpersonal/Communication Skills:			
	Ability to work as part of a team and establish professional, effective working relationships with colleagues	√		I / R
	Written Skills			
	Basic written skills	√		AF
	Verbal			
	Good verbal skills	√		I / R
6.	Additional Requirements:			
	To work flexibly as directed	√		
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 Service	√	N/A	DBS Enhanced Disclosure