Job Specification

Job Title: Cleaning Assistant (generic). Employed directly by the school.

Grade: G1	**Job Evaluation Code:** GS5554

Reporting to: Caretaker/ Cleaning Supervisor	**Manager's Grade:**

Location: Schools

Service Area: Schools and Lifelong Learning	**Service Directorate:** Family Services

Workstyle: Workplace based

Overall Purpose of the Post: Under the direction/instruction of senior staff: provide a clean and hygienic school environment which meets specified cleaning standards.

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	
Experience	General cleaning work	
Physical Skills	Use of relevant equipment/resources	
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	

Key Outcomes/ Activities

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

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Responsibility for Resources

Employees (Supervision):

None

Financial:

None

Physical:

Effective use of materials and resources

Customers and Clients:

The post involves some direct impact on the well being of pupils/staff through undertaking tasks or duties related to the post.

Working Conditions:

Vibrating tools will be in use

The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of equipment.

The job involves some exposure to disagreeable, unpleasant or hazardous environmental working conditions.

Characteristics of the post:

Cleaners are trained in the use of chemicals in particular with the relevant COSHH regulations.

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.

Date completed: August 2011