

# JOB SPECIFICATION

<b>Job Title: Cleaning Assistant</b>	<b>Grade: Grade 2</b>
<b>Department: Premises Team</b>	<b>Accountable to: Cleaning Supervisor</b>
<b>Contractual Terms: All year round</b>	<b>Responsible for: N/A</b>

## Overall Purpose of the Job:

- Under the direction/instruction of the Cleaning Supervisor, provide a clean and hygienic Academy environment which meets specified cleaning standards.
- Ensure that health and safety in the Academy is paramount at all times.
- Committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post.

## Key Outcomes/Activities:

### **Cleaning Responsibilities**

- Clean all surfaces, fixtures, fittings, floors, walls, partitions and internal woodwork as appropriate.
- Clean toilets, changing rooms and other sanitary areas.
- Undertake special cleaning programmes during Academy closure or other designated periods in compliance with the specification for the premises.
- Collect and dispose of waste in appropriate manner, cleaning and maintaining waste bins.
- Ensure the maintenance of a clean and orderly working environment.
- Timely and 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 and other maintenance requirements to the Cleaning Supervisor
- Maintain the security of Academy 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 actions as directed by the Cleaning Supervisor.

### **Resource Responsibilities**

- Maintain and arrange orderly and secure storage of supplies.
- Ensure cleanliness of equipment, clean all equipment after use.
- Check for quality/safety – reporting any faults to the Cleaning Supervisor.
- Operate everyday equipment in accordance with instructions.

### **General Academy Responsibilities**

- Contribute to and uphold the vision and ethos of Accord Multi Academy Trust.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote team work within the team, working in partnership to ensure effective working relations.
- Treat all users of the Academy with courtesy and consideration.
- Be aware and comply with all Academy Policies at all times.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders 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.

## Requirements for the Job/Evidence

The following section is the requirements for the job and lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted solely on the extent to which they meet these requirements.

Please note A = Application Form I = Interview/assessment process

Competency	Essential	How Assessed	Desirable	How Assessed
<b>Qualifications:</b>	No formal qualifications required	I	Cleaning and Support Services N/SVQ Level 1 or equivalent qualification. Willingness to undertake mandatory induction and cleaning training	A/I
<b>Experience:</b>	No experience required (on the job training is provided).	N/A	Limited experience working in a cleaning role.	A/I
<b>Knowledge and Statutory Requirements:</b>	<p>Knowledge and commitment to safeguarding and promoting the health, safety and welfare of young people.</p> <p>Willingness to gain knowledge of cleaning procedures required to meet specified standards.</p> <p>Willingness to gain knowledge of health and safety procedures and precautions.</p> <p>Willingness to gain awareness of COSHH regulations and health and hygiene procedures.</p> <p>Willingness to observe the Code of Safe Working Practice for Premises Staff.</p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>		
<b>Planning, Organisation and Mental Challenge:</b>	Ability to identify straightforward solutions to simple problems which occur during cleaning duties.	A/I		
<b>Interpersonal &amp; Communication:</b>	Able to exchange straightforward information.	A/I		
<b>Physical Skills and Demands:</b>	<p>Willingness to use relevant equipment.</p> <p>Required to do physical duties, cleaning, hoovering, buffing floors, cleaning carpets, dusting at high levels.</p> <p>Physical demands operating cleaning equipment.</p>	<p>A/I</p> <p>I</p>		
<b>Initiative &amp; Independence:</b>	Able to work on own initiative but as part of the cleaning team.	A/I		
<b>Emotional Challenge and Resilience:</b>	The job involves limited emotional challenge and emotional resilience may be required on occasions.	A/I		
<b>Philosophy and Commitment:</b>	<p>A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities.</p> <p>A personal commitment to lifelong learning and continuous professional development.</p> <p>Commitment to high standards, best value and continuous improvement.</p>	<p>I</p> <p>I</p> <p>I</p>		
<b>Personal Qualities:</b>	<p>Able to work with young people and adults.</p> <p>Flexible to cover staff absences</p>	I		

**Responsibilities for Resources:**

**Line Management Responsibilities:** None

**Financial Responsibilities:** None

**Physical Resources:** The jobholder has limited responsibility for physical resources.

**Responsibility for People:**

The jobholder is responsible for health and safety whilst undertaking daily duties. Present when parents/carers attending Open Evenings.

**Responsibility for Policy Development:**

The job involves no direct responsibility for policy development. However all staff are expected to be involved in policy consultation.

**Responsibility for Student Outcomes:**

The job involves no impact on the educational outcomes of students.

**Working Conditions:**

The jobholder will work in an allocated section within the Academy, working on their feet for most of the day. May be required to work in awkward positions (i.e. under tables).

**Main Contacts:**

The jobholder liaises mainly with cleaning staff.

**Characteristics of the post:**

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced CRB Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

**Date Completed:** December 2012

**Signature of Postholder:** .....

**Date:** .....

**This is a description of the job as it exists at present; All Academy Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.**