**Job Description**



**Post Title: Cleaning Assistant**

**Scale: NJC Scale 1**

**Job Description Number: 2395**

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| **Job Purpose** |
| To undertake, normally as part of a team, the cleaning of designated areas within your place of work. To ensure the standards are such that they meet the terms of the cleaning specification for the site. |
| **Major Tasks** |
| 1. Cleaning classrooms, craft rooms, toilet areas, corridors, offices and other areas within the site. 2. This would involve sweeping, mopping or vacuuming the floor areas. 3. Use of electrical cleaning equipment where appropriate. 4. Polishing and dusting of fixtures and fittings. 5. Emptying of litter bins 6. Cleaning of toilets and wash hand basins. 7. Periodic cleaning, including skirting boards, pipes and window ledges. 8. Periodic cleaning could also involve deep cleaning of hard floors, and the cleaning of carpets. 9. Any other duties that would reasonably be expected of the post holder to maintain the cleanliness of the site. 10. Ensure that all legal, hygiene and fire safety requirements are adhered to be staff at all times.  * As a member of staff, you have a duty to safeguard and promote the welfare of children as a shared responsibility with parents and other carers. If you have any concerns about a child, other parent, provider, agency, or any person, you have a responsibility to report those concerns, record appropriately and act accordingly to ensure all children are kept safe from harm. |
| **Contacts & Relationships** |
| 1. You must be prepared to attend training courses and NVQ courses as and when required. 2. Information and communication received from school and/or your line manager should be acted upon and responded to appropriately. 3. Colleagues – Any service related issues which may arise. 4. Contractors - Any service related issues which may arise. 5. Pupils - You will come in contact with pupils during your work.  If they require assistance please direct them to an appropriate member of staff. 6. You are responsible for reading and complying with the Cleaning Procedures Handbook and School Policies issued to you during your induction period and any additional policies received throughout your employment. |
| **Creativity** |
| * You will be required to use knowledge and skills acquired to undertake your duties within school in order to meet requirements as out in the agreed specification. The need for come creative thinking to address operational difficulties will on occasion be required. |
| **Decisions** |
| * No Decision making responsibility |
| **Management & Supervision** |
| * No Management or Supervisory responsibilities |
| **Supervision Received** |
| 1. Responsible to Cleaning Supervisor & School Business Manager 2. You must adhere to all Health & Safety policies and procedures and bring to the immediate attention of your line manager any activity/occurrence which may prove a danger to either yourself of others. |
| **Complexity** |
| You will complete a range of routine work with some variation in line with the contract specification. |
| **Resources** |
| * Cleaning equipment and materials are supplied by the school. * Cleaning uniform is supplied by the school for all cleaning staff. |
| **Impact** |
| Ensuring the school is cleaned to a high standard and Health and Safety requirements are met |
| **Physical Demands** |
| 1. Cleaning classrooms, hall, café area, eco lodge, toilet areas, corridors, offices and other areas within the site and for which the site is responsible for 2. This post involves sweeping, mopping, vacuuming buffing of floor areas, wiping and polishing of glass and mirrors, regular dusting 3. The post holder may be expected to move tables and chairs in the carrying out of duties. 4. To maintain good general health and mobility to support their role, where regular bending, moving, stretching and carrying is required |
| **Working Environment** |
| 1. Ensure safe use of chemicals and cleaning products and that COSHH is understood and adhered to and you will receive COSHH training 2. Cleaning classrooms, craft rooms, toilet areas, corridors, offices and other areas within the site. 3. This would involve sweeping, mopping or vacuuming the floor areas. 4. Use of electrical cleaning equipment where appropriate. 5. Polishing and dusting of fixtures and fittings. 6. Emptying of litter bins 7. Cleaning of toilets and wash hand basins. 8. Periodic cleaning, including skirting boards, pipes and window ledges. 9. Periodic cleaning could also involve deep cleaning of hard floors, and the cleaning of carpets. |
| **Emotional Context** |
| * + The emotional strain or distress this role is expected to face would be limited however there may be times when the post has contact with information that may be upsetting. However, this would be incidental and it would not be a formal part of the job to deal with this information. |
| **Other** |
| The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.  The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.  The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. |

**Person Specification**

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| **Criteria** | **Standard** |
| **Qualifications** | * No Formal Qualifications required * Good basic literacy and numeracy skills * COSHH (desirable) * Any relevant Health & Safety training (desirable) |
| **Experience** | * Aptitude to be a team player * Some basic cleaning experience * Previous cleaning experience (desirable) * Previous cleaning experience in a commercial environment (desirable) * Use of range of cleaning equipment (desirable) |
| **Knowledge** | * Willingness to develop further knowledge and understanding of cleaning, cleaning materials and equipment * Knowledge and understanding of relevant Health and Safety legislation, policies and procedures (e.g. COSHH) (desirable) * Knowledge and understanding of the appropriate and safe use of cleaning chemicals and equipment (desirable) |
| **Skills** | * Ability to work in an organised manor * Ability to implement any changes that may be introduced from time to time * Ability to keep the School Business Manager and Headteacher informed of any matters affecting the quality and standard of service delivery. * Ability to work independently but also a good team player when needs arises. * Good communicator * Good interpersonal skills |
| **Personal style & behaviours** | * Develop good relationships with others by behaving with integrity, treating people with respect and leading by example. * Demonstrates a professional approach which generates credibility and confidence. * Reliability * Trustworthiness |

*Where the post has been identified as “customer facing” under the requirements of the fluency duty, please insert the paragraph below:*

This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.

This post has been assessed as requiring **A2** level under the Common European Framework of Reference for Language (CEFR).

This has been chosen B1 because the role will need to understand the main points of clear standard input on familiar matters regularly encountered in the school and can deal with most situations likely to arise.

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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| **Type of criminal records checks required for this post** | **Ticked as required** |
| None |  |
| Basic Disclosure |  |
| Standard Disclosure |  |
| Enhanced Disclosure | ✓ |
| Working with Adults - Regulated Activity |  |
| Working with Children - Regulated Activity |  |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>