

Cleaning Assistant – Millbrook Primary School

Evaluated Grade

Job Description

Job Purpose
As part of a team or as an individual, to clean identified areas within Millbrook Primary School & Nursery. To ensure that standards are maintained as set in the agreed specification.
Major Tasks
<ul style="list-style-type: none"> To clean all areas of the building as deemed appropriate, including, but not exclusively; classrooms, offices, corridors, toilet areas, halls and meeting rooms. To undertake specialist activities including sweeping, mopping and vacuuming as required To use electrical cleaning equipment in designated areas where appropriate Polishing and dusting of fixtures & fittings as required. Emptying of litter bins as required To undertake periodic cleaning including stripping and re-polishing of hard floors and the cleaning of carpets Any other duties that would reasonably be expected of the post holder.
Contacts & Relationships
<ul style="list-style-type: none"> School Business Manager – As required, contact with SBM to address specific operational issues. Cleaning Supervisor – Day to day supervision/contact to enable the full range of duties of the post to be carried out effectively Minimal contact with students.
Creativity
<ul style="list-style-type: none"> As requested by the Cleaning Supervisor, the postholder will be required to undertake their routine duties in order to address specific operational difficulties.
Decisions
<ul style="list-style-type: none"> The postholder will be required to make recommendations to the Cleaning Supervisor regarding cleaning practices and on the use of materials as and when a situation occurs. Contribute to the overall ethos/work/aims of the school
Management & Supervision
<ul style="list-style-type: none"> The postholder will have no direct responsibility for supervising any members of staff.
Supervision Received
<ul style="list-style-type: none"> The postholder will be supervised by and report directly to the Cleaning Supervisor who will have responsibility for checking the postholder's work on a day to day basis.
Complexity
<ul style="list-style-type: none"> The postholder will be required to work as part of a team but may occasionally as required, be asked to work on specialist cleaning projects as directed by the Cleaning Supervisor or School Business Manager.
Resources
<ul style="list-style-type: none"> Be aware and comply with policies and procedures relating to Child Protection, Health, Safety and security, confidentiality and Data Protection, reporting all concerns to an appropriate person.
Impact
<ul style="list-style-type: none"> This is a functional role that primarily concerned with ensuring the school environment is clean, safe and tidy.
Physical Demands

- The role requires to stand or walk for the majority of the working period.
- The role consists of various cleaning duties including, cleaning classrooms, hoovering, floor polishing, replenishing cleaning stock.

Working Environment

- Whilst the role will consist of work in typical office conditions eg. Working in a heated, lit and ventilated environment the role will require working with cleaning chemicals.

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.
- Should any emotional or distressing information be disclosed to them it will be passed onto the appropriate person to deal with.

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

Criteria	Standard
Qualifications	<ul style="list-style-type: none"> No formal qualifications are required but the postholder must be able to read and write
Experience	<ul style="list-style-type: none"> Some experience of working at an operational site in a similar role (beneficial)
Knowledge	<ul style="list-style-type: none"> Knowledge of Health and Safety Policies and Procedures Some knowledge of operational cleaning practices (beneficial)
Skills	<ul style="list-style-type: none"> The ability to work in an organised manner The ability to understand direct instruction from your Cleaning Supervisor or from the Senior Management team The ability to work independently but also be a good team player when the need arises
Personal style & behaviours	<ul style="list-style-type: none"> Develop good relationships with other by behaving with integrity, treating people with respect and leading by example Demonstrate a professional approach which generates credibility and confidence
Fluency Duty	<p>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 C1 level under the Common European Framework of Reference for Language (CEFR).</p> <ul style="list-style-type: none"> Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. This role will primarily be speaking with the Cleaning Supervisor and will need to be able to speak with them and report any issue. The role will not need to discuss complex issues with others.

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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	x
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>