****

**Job Description**

**POST TITLE: Cleaning Assistant**

**Responsible to**: Facilities Manager/Facilities Assistant

**Salary Scale:** Grade A (point 6)

**Responsible for:** n/a

**Main purpose**: To maintain the cleanliness of The Swinton High School.

To ensure a safe, clean and tidy site for students, staff and

Visitors.

**Contract:** Permanent, all year round.

**Hours of work:** 16 hours per week: Monday – Thursday 3:00pm – 6:15pm

Friday 2:45pm – 5:45pm

1. The cleaning, washing, sweeping, vacuum cleaning, buffing, emptying litter bins, polishing and dusting of designated areas (which include toilet and associated facilities) and fixtures, using where appropriate, the necessary powered equipment against an agreed cleaning specification.
2. Reporting, bringing to the attention of the Facilities Assistant, minor matters which require attention e.g. bulbs not working, toilet blockages etc.
3. Ensure lights are turned off, doors and windows are secured.
4. Keep cleaning equipment in a safe and clean condition and report any unsafe, faulty or broken electrical equipment to the Facilities Assistant.
5. Keep cleaning cupboard clean and tidy.
6. To use correct dilutions of cleaning chemicals to ensure efficient use.
7. **General**
8. Be aware of 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.
9. The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual students
10. Contribute to the overall ethos/work/aims of the school.
11. Establish constructive relationships and communicate with other staff to support achievement and progress of students.
12. Set a good example to students and other staff in their presentation and personal conduct.
13. Share expertise and skills with others; participate in training and other learning activities and appraisal as required and recognise own strengths and areas of expertise to use these to advise and support others
14. Carry out duties with full regard to The Swinton High School’s policies and procedures.
15. Be aware of and support difference and ensure equal opportunities for all.
16. To safeguard and promote the welfare of all students
17. **This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake any other reasonable duties commensurate with the level of responsibility/salary of this post.**

**Signed: ……………………………………………………………**

**Dated: …………………………………………………………….**

**Person Specification**

|  |  |
| --- | --- |
| **Job title** | **Grade** |
| Cleaning Assistant | A Point 6 |

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criterions are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

#### Note to applicants

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

**(\*See grid overleaf)**

| **Essential criteria** | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
| --- | --- | --- |
|  | To be able to sweep, vacuum, clean, buff, empty bins, polish and dust. Includes toilets and associated facilities and fixtures, using where appropriate the necessary powered equipment. | A |
|  | Ability to work under own initiative without supervision. | A |
|  | Basic numerical and literacy skills. | A |
|  | Ability to understand verbal and written instructions. | A & I |
|  | Able to deal with problems in an appropriate manner. | A & I |
|  | Ability to work on your own and as a member of a team. | A & I |
|  | Aware of the importance of providing a quality service and satisfying customer needs. | A & I |
|  | Aware of the importance of Hygiene in the work place. | A & I |
|  | Knowledge of COSHH regulations and Health & Safety in the workplace. | A & I |
|  | Aware of dangers of mixing chemicals and cleaning products. | A & I |

|  |  |  |
| --- | --- | --- |
| Desirable criteria | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
|  | Cleaning NVQ | A & C |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Completed by** | **Date** | **Approved by** | **Date** |
| **Carol Robinson** | **Sept’ 17** |  |  |

**Method of assessment (\* M.O.A.)**

**A =** Application form**, C =** Certificate**, E =** Exercise**, I** **=** Interview**, P =** Presentation**, T =** Test**, AC =** Assessment centre