



Academies Trust

Cleaning Assistant

Salary/Grade Range:	NJC Point 1- (£9.50 per hour)
Location:	Co-op Academy Swinton
Reports to:	Facilities Manager/Facilities Assistant
Contract:	Permanent
Hours of Work:	16 hours per week Monday - Thursday 3pm - 6:15pm, Friday 2:45pm - 5:45pm

Purpose of Role:

To maintain the cleanliness of the school. To ensure a safe, clean, tidy site for students, staff & visitors.

Key Accountabilities (and specific duties/responsibilities):

- The cleaning, washing, sweeping, vacuum cleaning and buffing of floors.
- Wiping of desks/tables, high touch surfaces.
- Cleaning of staff/student toilets.
- Replenishing toilet rolls/soap etc.
- 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.
- Reporting, bringing to the attention of the Facilities Assistant, minor matters which require attention e.g. bulbs not working, toilet blockages etc.
- Ensure lights are turned off, doors and windows are secured.
- Keep cleaning equipment in a safe and clean condition and report any unsafe, faulty or broken electrical equipment to the Facilities Assistant.
- Keep cleaning cupboard clean and tidy at all times.
- To use correct dilutions of cleaning chemicals to ensure efficient use.
- Self-motivation and the ability to identify and complete tasks without direct supervision.
- Attend relevant meetings as required and participate in training and other learning activities and performance development as required.

General:

- Be aware of and comply with policies and procedures relating to Safeguarding, Health, Safety and security, Confidentiality and Data Protection, reporting all concerns to an appropriate person.
- The post-holder 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
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other staff to support achievement and progress of students.
- Set a good example to students and other staff in their presentation and personal conduct.
- 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
- Carry out duties with full regard to Co-operative Academies' policies and procedures.
- Be aware of, and support, difference and ensure equal opportunities for all.
- To safeguard and promote the welfare of all students
- To model our Ways of Being Co-op: Do what matters most; show you care; Be yourself always; succeed together.

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.

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Signed: Dated:

Personal Attributes Required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
<p>Qualifications</p> <ul style="list-style-type: none"> • Literacy and Numeracy Skills equivalent to the level 1 of the National Qualification & Credit Framework • Competent numeracy and literacy skills both spoken and written 		(A)
<p>Experience</p> <ul style="list-style-type: none"> • Cleaning building interiors • Displays commitment to the protection and 		(A) (I)
<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> • Understanding of the importance of hygiene & cleanliness in a school • Basic knowledge of Health & Safety at work e.g. moving & handling. • Basic knowledge of cleaning materials & equipment • Ability to prioritise own workload • Ability to work individually and as part of a team 		(A) (I)
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Enjoy cleaning • An interest in working in a school environment • The ability to build good relationships with children and adults • Patience and a sense of humour • Organised • Resilient 		(A) (I)

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