

<b>MANOR HALL ACADEMY TRUST</b>	
<b>Post Title</b>	<b>Grade</b>
<b>Cleaning Assistant</b>	Grade 1, Point 1

### **Statement of Purpose**

To work under the direction and instruction of senior staff to undertake individually, or as part of a team, the cleaning of designated areas and associated accommodation to ensure they are kept in a clean and hygienic condition.

### **Maintenance and Cleaning**

- Carry out cleaning tasks as directed by the appropriate supervisor to include:
  - Mop sweeping
  - Single solution mopping
  - Buffing
  - Spray cleaning
  - Suction Cleaning
  - Damp Wiping
  - Waste Disposal
  - Stripping and resealing of hard floors
- Cleaning of toilet facilities and associated tasks required to achieve a high quality of cleanliness.
- Cleaning of fixtures and fittings.
- The use of appropriate cleaning equipment and machinery.
- Ensuring the safe use of chemicals, machinery and equipment when carrying out the cleaning function in line with current legislation, standards and County Council policies and procedures for Health and Safety and in accordance with training provided.

### **Support to School** (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- 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.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.

- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

**Note1:**

**The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.**

## Person Specification Cleaner Grade 1

Essential Criteria	Measured By
<p><b>Qualifications/Training</b></p> <ul style="list-style-type: none"> <li>• NVQ 1 or BICS in Cleaning or similar.</li> <li>• Good standard of literacy and numeracy.</li> </ul>	AF/I
<p><b>Knowledge/Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to work constructively as part of a team.</li> <li>• Ability to relate well to children and to adults.</li> <li>• Good organising and prioritising skills.</li> <li>• Knowledge of health and safety procedures and precautions.</li> <li>• Awareness of COSHH regulations.</li> <li>• Awareness of health and hygiene procedures.</li> <li>• Demonstrate and assist in the safe and effective use of materials and equipment.</li> <li>• Ability to communicate effectively using various methods.</li> <li>• Able to demonstrate a commitment to team work.</li> <li>• Able to work flexibly to suit client needs.</li> </ul>	AF/I

### Behavioural Attributes

- Customer focused.
- Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.
- Open, honest and an active listener.
- Takes responsibility and accountability.
- Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.
- Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.
  
- Is committed to the provision and improvement of quality service provision.
- Is adaptable to change/embraces and welcomes change.
- Acts with pace and urgency being energetic, enthusiastic and decisive.
- Communicates effectively.
- Has the ability to learn from experiences and challenges.
- Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.

AF/I

AF – Application form

I – Interview

**Note 1:**

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***