

### **JOB DESCRIPTION & PERSON SPECIFICATION**

**SCHOOL:** Bude Primary School      **GRADE:** 1

**JOB TITLE:** Cleaning Assistant      **DATE PREPARED:** September 2017

**EVALUATION DATE:** 5 September 2017      **JE NUMBER:** HET11

**DIGNITY AT WORK:** To show, at all times, a personal commitment to Looked after Children and treating all parents and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Academy's Equal Opportunities in Employment Policy.

**PURPOSE:**

Under the direction of the Senior Site Facility Officer to fully contribute to site cleanliness ensuring all facilities are clean and available for use, attaining high standards of cleaning and hygiene throughout the school environment.

**PRINCIPAL ACCOUNTABILITIES:**

*Please note decision making must be included within the Principal Accountabilities*

1.	To promote and safeguard the welfare of children and young people.
2.	Assist with the cleanliness of all areas, such as classrooms, toilets, main hall and any other areas as directed.
3.	Clean body fluid spillages using correct materials and Personal Protective Equipment (PPE).
4.	Clean all external areas ensuring all litter bins are regularly emptied and cleaned.
5.	Ensure all refuse is properly placed in the waste contractor's bins at all times.
6.	Ensure that equipment is in a clean, safe & tidy condition.
7.	Carry out periodic deep cleaning such as the dining room / hall flooring, furniture, windows and frames.
8.	Undertake general portage duties required for cleaning including the movement of furniture, equipment and storage of cleaning materials.
9.	Maintain and arrange orderly and secure storage of supplies and ensure cleanliness of equipment, check for quality/safety - reporting any faults.
10.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the academy, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Health and Safety policy adopted by the school.

**GENERAL:**

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the school are met.

**DIMENSIONS:**

All sections should be completed

**1. Responsibility for Staff:**

None

**2. Responsibility for Customers/Clients:**

Liaises with all teaching and support staff.

**3. Responsibility for Budgets:**

None

**4. Responsibility for Physical Resources:**

Responsible for cleaning equipment and ensuring it is securely stored.

Responsible for safe storage of cleaning materials.

**WORKING RELATIONSHIPS:**

All sections should be completed – if there aren't any state 'none'

**1. Within Service Area/Section:**

Part of the cleaning site team working under the direction of the SSFO

Liaises with senior staff, School Business Manager and Senior Site Facility Officer.

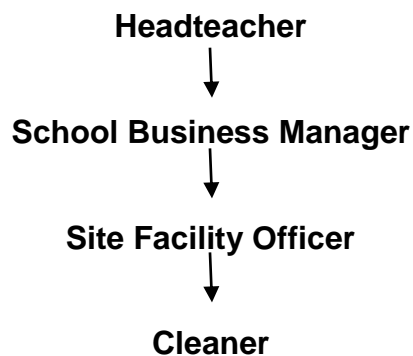
**2. With Any Other Areas**

None

**3. With External Bodies**

None

**ORGANISATION CHART:**



	Not applicable	Low	Moderate	High	Very High	Intense	Supporting Information (If applicable)
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day-to-day office environment).		✓					
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day-to-day office environment).		✓					
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day-to-day office environment.	✓						

## PERSON SPECIFICATION

The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. <i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i>		Essential	Desirable	How identified
<b>1.</b>	<b>Qualifications:</b>			
	None.			N/A
<b>2.</b>	<b>Relevant Experience:</b>			
	Working in another school or large establishment.		✓	I, AF, R
<b>3.</b>	<b>Skills (including thinking challenge/mental demands):</b>			
	Motivation to work with children and young people.		✓	I, AF, R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.		✓	I, AF, R
<b>4.</b>	<b>Knowledge:</b>			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people.	✓		I, AF
	Full working knowledge of relevant policies e.g. Health and Safety.	✓		I, AF
<b>5.</b>	<b>Interpersonal/Communication Skills:</b>			
	<b>Verbal Skills</b>			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people.	✓		I, AF, R
	The ability to communicate effectively with staff and cleaning team.	✓		I, AF
	Contributes to the ethos of the school.	✓		I, AF
	<b>Written Skills</b>			
	Keep accurate and correct records as necessary.	✓		I, AF
<b>The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.</b>				
<b>6.</b>	<b>Disclosure of Criminal Record:</b>			
	The successful candidate's appointment will be subject to the school obtaining a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (if ticked as an essential requirement)	✓		DBS Disclosure

I have read and accept the role of Cleaning Assistant.

Name:

Signed:

Date: