

JOB DESCRIPTION

Title of Post:	Cleaning Assistant
Hours	25 Hrs per week (Split Shift) 6am to 8am & 3pm to 6pm Mon to Fri
Responsible to:	Cleaning Supervisor
Job Purpose:	To perform a variety of domestic/cleaning tasks at The Ongar Academy

DUTIES

Task	Key performance Indicators
To carry out and complete cleaning tasks in line with Moulsham High School standards, policies and working specification.	<ul style="list-style-type: none">• Areas to be cleaned to the Daily Work Schedule and to the standard contained within the cleaning regime, under the direction of cleaning supervisor, or management team
To comply and follow the schools Health & Safety Rules for Safe Working and Chemical Handling.	<ul style="list-style-type: none">• Carry out all cleaning tasks as you have been instructed• Use the designated chemicals for each specific cleaning task• Use the correct colour coded cleaning equipment• Use the correct electrical equipment• Use the supplied Personal Protective Equipment• Safely use chemicals under the C.O.S.H.H regulations
<p>To meet the schools standards of behaviour and present a professional approach.</p> <p>To develop and maintain good working relationships with the School Staff, Cleaning Supervisor and fellow employees during their hours of work.</p>	<ul style="list-style-type: none">• Be ready for work at the start of each cleaning session.• Behave in a polite manner to all School staff and pupils and other members of the cleaning team• Follow company schools for appearance

Task	Key performance Indicators
<p>To ensure correct usage of cleaning chemicals, materials and light equipment.</p> <p>To prevent damage to fixtures, fittings, equipment and plant.</p>	<ul style="list-style-type: none"> • Use the correct manufacturers recommended dilution ratios of cleaning chemicals. • Ensure minimal wastage of materials. • To ensure all chemicals, cleaning equipment and electrical equipment is stored and secured when not in use.
<p>To isolate and report to the Cleaning Supervisor all defective electrical equipment.</p> <p>Report all accidents and near missies to your Cleaning Supervisor.</p>	<ul style="list-style-type: none"> • Ensure all matters regarding security, Health & Safety and building maintenance are reported to your Cleaning Supervisor.

OTHER EXPECTATIONS

- To act on direction from the Cleaning Supervisor or management throughout the day, in a safe and purposeful manner.
- To perform all tasks in a safe and hygienic manner.
- To work with all members of the cleaning team and adopt a positive attitude and approach at all times.
- To be able to work on your own in some aspects of the job and to be able to perform well under pressure.
- To be able resolve any issues without direct supervision.
- To be able to prioritise and organise tasks and see them through to completion.
- To maintain professional standards with both staff and students at all times.

GENERAL

Such other duties relating to the use of the premises and site as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the school and Governing Body.

The duties may be varied by the Head of School and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

The Trust and Local Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

It is a requirement to:

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all School and Trust policies are adhered to.

CLEANING ASSISTANT – PERSON SPECIFICATION

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of working in a cleaning team at a large site desirable Relevant Qualifications
	Knowledge of relevant policies and procedures	Knowledge of First Aid desirable Understand general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake mathematical calculations
Communication	Written	Good written skills
	Verbal	Ability to convey information clearly
	Languages	Seek support to overcome communication barriers with children and adults
Working with children	Behaviour Management	Understand the school's behaviour management policy
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Ability to make a proactive contribution to the work of the school team Seek out, develop and maintain appropriate relationships with those involved with the site management function of the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to make an distinctive contribution to the work of a team
Responsibilities	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Time Management	Ability to manage own time effectively Demonstrate a flexible approach
	Creativity	Demonstrate ability to resolve problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Understanding of Health & Safety regulations
	C.O.S.H.H	Understanding of the C.O.S.H.H regulations
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance

NOTE:

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the holder of the post.