



Minsthorpe Community College Job & Person Specification

Post Title:	Cleaning Assistant
Grade:	G1
Hours:	Term-time plus 10 days – 13 ³ / ₄ hours per week 2.45pm-5.30pm Monday to Thursday, 2.30pm-5.15pm Friday
Reporting to:	Premises Supervisor

Overall Purpose of Post:

Under the direction/instruction of senior staff: provide a clean and hygienic school environment which meets specified cleaning standards

All adults working in, or on behalf of the college have a responsibility to safeguard and promote the welfare of children. This includes:

- Responsibility to provide a safe environment in which children can learn and develop.
- To identify children who may be in need of extra help or who are suffering, or are likely to suffer significant harm. All staff then have a responsibility to take appropriate action to prevent concerns from escalating, working with services as needed.

Employment checks required of this post:

- Proof of eligibility to work in the UK
- Proof of relevant qualifications (original certificates)
- Two satisfactory references
- DBS Enhanced Disclosure check
- A Prohibition Order check
- A medical assessment prior to commencement of employment.

Key accountabilities, duties and responsibilities:

- Clean all surfaces, fixtures and fittings
- Clean floors, walls, partitions and internal woodwork as appropriate
- Clean toilets, changing rooms and other sanitary areas
- Clean equipment after use
- Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises
- Collect and dispose of waste in appropriate manner



- Clean and maintain waste bins
- Ensure the maintenance of a clean and orderly working environment
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping as directed
- Refill and replace consumables
- Report faulty equipment and other maintenance requirements to appropriate person
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate
- Maintain and arrange orderly and secure storage of supplies
- Ensure cleanliness of equipment, check for quality/safety - reporting any faults
- Operate everyday equipment in accordance with instructions
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times
- Any other cleaning tasks which may be outlined in the work schedule

Other duties commensurate with the grade of the post as directed by the Principal/Line Manager.



Person Specification:

Criteria		Essential/Desirable
<p>Education, Training and Qualifications</p>	<p>Willingness to undertake induction training</p>	<p>E</p>
	<p>Cleaning and support services N/SVQ Level 1 OR equivalent experience or equivalent qualification, or willingness to train to achieve these</p>	<p>D</p>
	<p>Support Work in Schools (SWiS) Level 2</p>	<p>D</p>
	<p>Numeracy / Literacy (Level 2)</p>	<p>D</p>
<p>Skills and Knowledge</p>	<p>Willingness to use relevant equipment</p>	<p>E</p>
	<p>Ability to relate well to children and adults</p>	<p>E</p>
	<p>Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards</p>	<p>E</p>
	<p>Willingness to gain knowledge of health and safety procedures and precautions</p>	<p>E</p>
	<p>Willingness to gain awareness of COSHH regulations</p>	<p>E</p>
	<p>Willingness to gain awareness of health and hygiene procedures</p>	<p>E</p>
	<p>Willingness to observe the Code of Safe Working Practice for Caretaking and Premises (Staff) *</p>	<p>E</p>
	<p>Willingness to participate in development and training opportunities</p>	<p>E</p>
<p>Ability to work on own or as part of a team</p>	<p>E</p>	



Experience	General cleaning work relevant age range in a learning environment.	E
Personal Attributes	Enjoy working alongside young people and adults.	E
	Be supportive of the aims and ethos of Minsthorpe Community College.	E