

## The Chantry School

### Job Description

#### Post title: Cleaning Assistant

Responsible to: Site Manager

Salary: Scale 1 - £10.50 per hour (rising to £10.60 after 6 months) term time only plus 13 days (inc. Professional Development Days)

#### Duties and Responsibilities:

Cleaning Assistants are required to undertake the following duties as directed by the Site Manager, using the prescribed methods and frequencies in line with the requirements of the cleaning specification for the area being cleaned.

1. Emptying waste bins or similar receptacles, transporting waste material to designated collection points.
2. Sweeping floors with brushes or dust control mops.
3. Mopping floors, including spot mopping as directed.
4. Suction cleaning carpeted areas and "spot" cleaning carpets.
5. Using electrically powered scrubbing and polishing machines to burnish, scrub, polish and spray clean floors (after receiving proper instruction and training).
6. Using electrically powered pick up machines.
7. To dust, damp wipe, wash or polish furniture, ledges, skirting, door furniture and glass, window sills, cupboards, radiators, shelves, fitments and other classroom equipment as specified.
8. To replenish consumable items (soap, toilet rolls, paper towels) as required advising the Site Manager when stocks are low.
9. To clean toilets, urinals, hand basins, sinks, mirrors, showers and drinking fountains.
10. The use of chemical agents as directed by the Site Manager in the discharge of cleaning operations or maintenance procedures, after receiving proper instructions and training.
11. To undertake wall washing or inside window pane cleaning to a height no greater than body height plus an arm's extension from floor level, during periodic cleaning maintenance programmes.
12. To carry out high level dusting using appropriate equipment.
13. Cleaners in food technology areas are required to clean cookers and work surfaces.
14. To follow holiday cleaning schedules including deeper and special cleans as directed by the Site Manager.
15. To carry out any other reasonable duties within the overall function of the job.

Cleaning Assistants will have a regular area of the site to clean but this can be changed to meet the needs of the establishment. During absences staff will be expected to be flexible and assist where needed. Cleaning Assistants can be required to work alone or in teams.

All staff are expected to be courteous to colleagues and students and provide a welcoming environment to parents and other visitors.

## **Person Specification**

### **Cleaning Assistant**

#### **Qualifications and Training**

It is essential that the post holder has:

- A willingness to undertake training as required.

#### **Experience and Knowledge**

It is essential that the post holder has:

- Previous cleaning experience.
- An understanding of 'quality' and the expected cleaning standards in a public environment.
- An understanding of expected health and safety standards.

It is desirable that the post holder has:

- Previous experience of working with in schools.

#### **Skills and Abilities**

It is essential that the post holder has:

- Good organisation skills.
- The ability to interpret and practice set working methods.
- Self-motivation and is able to work alone.
- Good communication and team working skills.
- Good interpersonal skills.

It is desirable that the post holder has:

- IT Skills (staff are required to check work emails but training can be provided)

#### **Additional Factors**

It is essential that the post holder has:

- A professional approach to work being polite to others, punctual and reliable.
- A flexible approach to work when necessary particularly during staff absences.
- A reasonable level of physical fitness to carry out the role.
- A commitment to providing a high quality service to the school's 'customers'.
- A desire to improve the environment for children as well as adults.