JOB DESCRIPTION

Job Title:	**Cleaning Assistant**
School:	**The Community College, Bishop's Castle**
Post Number:	
Grade:	**1, Point 2**
Full/Part-Time:	**10 Hours per week** **46.94 weeks per annum**
Post Status:	**Permanent**

GENERAL INFORMATION

Conditions of service are those specified by the National Joint Council for Local Government Services. Your employer is the Governing Body of The Community College Bishops' Castle. Your normal place of work is The Community College, Bishop's Ca*stle. Normal working hours are 2 hours per day, at the end of the school day, Monday to Friday. In each year you work term time plys 2 weeks periodic cleaning.* Additional times to be claimed as time off in lieu or additional hours, providing approval given in advance by the Headteacher or Business Manager.

MAIN PURPOSE OF POST

DUTIES AND RESPONSIBILITIES

· To carry out general cleaning duties
· To use electrical cleaning equipment when appropriate
· Any other duties that would reasonably be expected of the post holder

Main purpose of Post

To carry out cleaning duties as directed by either Site Caretakers or Business Manager.

To help ensure that the day-to-day delivery of the cleaning provision within the school site is provided according to the requirements of the Headteacher.

Key Responsibilities and Tasks:

- To carry out general cleaning duties as necessary and as requested in your dedicated areas
- To ensure the safe use of all machinery, equipment and chemicals when appropriate
- To report any incidents / problems to the Site Caretakers
- In the absence of any team members to assist in the cleaning of their dedicated areas under the direction of the Site Caretakers. To ensure this is achieved the level of cleaning within your area can be expected to be reduced – thus ensuring 'basic' cleaning

is achieved within all areas of the school site.

- To participate in, under the guidance of Site Caretakers, the periodic cleaning sessions i.e. to include the last week of summer holidays when all building works have been completed.
- Be aware of and comply with policies and procedures relating to children protection, health, safety & security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and vision 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.

A key facet to this role is to ensure that your individual, team and service objectives are met, whilst ensuring that as part of a team you aid successfully in supporting the wider vision of the school. You will be expected to ensure the health and safety, as well as the wellbeing of employees whilst promoting equality and diversity. The duties detailed within this job description are illustrative and you will be expected to undertake reasonable additional duties when requested.

In addition, the postholder will be expected to carry out any other duties that are reasonably requested by the Headteacher and Business Manager.