

Welcome to TSFA



Job Description and Person Specification: **Cleaning Assistant**

Trinity Sixth Form Academy

Job Description

Post Title: Cleaning Assistant

Core Purpose:

- a) To support, undertake, and carry out efficient cleaning of the building and the site.*
- b) To support in caring for the premises and its furniture, fittings and equipment, to ensure the physical environment of the premises and grounds is satisfactory for learning.*
- c) To carry out certain technical and administrative duties to ensure smooth and safe running of the building and site.*
- d) To undertake, and carry out, certain cleaning work to a high standard to ensure the smooth and safe running of the building and site.*

This role will involve manual labour, including moving furniture, fittings and cleaning equipment. Full Health and Safety training will be given.

Reporting to Premises Manager

Salary Scale 1b

MAIN RESPONSIBILITIES

1	To support the Premises team to maintain the buildings and amenities of the academy, carrying out all cleaning, as directed; ensuring that specified standards are achieved.
2	Carry out internal and external cleaning as directed, including where applicable, grounds and outdoor areas, toilets, internal glass, walls, removal of graffiti, and undertaking defined holiday cleaning duties.
3	To work in areas, as directed by the Specialist Site Assistant / Cleaning Supervisor / Premises Manager
4	To maintain and regularly monitor Health and Safety standards, reporting any failures to comply with the Academy's statutory obligations in this area and ensure that all work on site meets Health and Safety Regulations.
5	Report to the Specialist Site Assistant / Cleaning Supervisor / Premises Manager any deficiencies in the cleaning service or cleaning equipment.
6	Refill cleaning supplies, such as; toilet paper, soap, sanitary requirements, hand towels and other drying facilities.
7	Responsibility for maintaining constant awareness of the physical condition of the building, furniture and equipment, and where appropriate report facilities in need of repair.

Other Specific Duties:

- To continue personal professional development as required.
- Attend staff and other meetings and participate in staff training and development events as required.
- To actively engage in the performance review process.
- All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee's current salary.
- To work in the best interests of the Academy, students, parents and staff.
- To adhere to the Academy's policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety.
- To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

Postholder	Date
Principal	Date

PERSON SPECIFICATION

Job Title: Cleaning Assistant		
KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Experience	<ul style="list-style-type: none"> basic numeracy and literacy skills cleaning or site maintenance experience experience in a cleaning role (paid or unpaid) 	
Knowledge & Understanding	<ul style="list-style-type: none"> understanding of safety and security knowledge of Health and Safety processes and procedures 	<ul style="list-style-type: none"> understanding of Safeguarding and Child Protection issues
Skills & Abilities	<ul style="list-style-type: none"> work as an effective team member and apply given instructions able to apply written and verbal instructions to equipment practical cleaning skills able to organise, plan and complete tasks able to work as part of a team high personal standards and able to provide a role model for students and staff seek support and advice when necessary 	<ul style="list-style-type: none"> willingness to develop own understanding through advice and training
Personal Qualities	<ul style="list-style-type: none"> enjoyment in working with young people and families an excellent record of attendance and punctuality prioritise and manage own time effectively 	<ul style="list-style-type: none"> reliability, integrity and stamina respect confidentiality