



Cleaning Assistant

Salary / grade range	A2 SCP2 - SCP3
Contract type	Permanent
Location	Co-op Academy Woodlands
Reports to	Cleaning Supervisor / School Business Manager / Headteacher

Purpose of role:

To undertake any duties and responsibilities relating to the effective and efficient running of the Cleaning Team.

Key accountabilities (and specific duties / responsibilities):

To undertake cleaning duties to maintain a high standard of cleanliness within the Academy, as directed as well as:

- Undertake cleaning of allocated areas in line with specified standards as directed.
- Operate/use domestic and industrial cleaning equipment and materials, following appropriate training.
- Store allocated equipment and materials safely and securely.
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to the line manager immediately.
- Collect and dispose of waste.
- Refill and replace soap, towels and other materials.
- Undertake specialised cleaning programmes during school closures or other designated periods.
- Any other duties appropriate to the post.
- To ensure promotion and support of Equal Opportunities and Health & Safety.
- To undertake any other duties that are commensurate with the post.

Management (implementation) including Performance Management

- Be accountable for your own performance management, setting objectives/targets in line with the academy priorities.
- Maintain up-to-date role specific knowledge.

Strategic Direction and Development



The post holder will be expected to support and promote the development and progress of the academy, its students and staff. All staff are expected to:

- Facilitate open and clear lines of communication with all stakeholders.
- Contribute to the academy's development and implementation of policies.
- Support all staff in achieving the academy's priorities and targets.

Working with Staff

The post holder will promote positive and professional working relationships between all staff within the Department and academy. They will also be expected to:

- Support the implementation of the academy's Performance Management policy.
- Follow the academy's quality assurance processes.
- Promote an inclusive environment and support the development of strategies to improve attendance.

Our Policies

All staff will fully support and champion, Safeguarding, Child Protection, Equality and Diversity and the Prevent agenda at all times, as appropriate.

Co-op Academy Trust expects all employees to uphold the duty to safeguard and promote the welfare of learners.

NOTES

This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out.

The job description is not necessarily a comprehensive definition of the post. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as	How measured, e.g. application form (A),
------------	---	--



	'desirable'	interview (I)
Qualifications <ul style="list-style-type: none"> Knowledge/skills equivalent to current national qualifications level 1 Basic awareness of relevant health and safety 	Desirable	A
Experience <ul style="list-style-type: none"> Cleaning skills and experience Relevant experience in an academy setting Understanding and experience of safeguarding standards and practices 	Desirable Desirable	A, I
Skills, Ability, Knowledge <ul style="list-style-type: none"> Basic numeric skills Ability to work unsupervised and part of a team Commitment to providing high standard of cleanliness within the academy Prioritise and plan to ensure completion of tasks 		A, I
Personal Qualities <ul style="list-style-type: none"> Willingness to keep up-to-date with role specific practice Is committed, resilient, robust and resourceful A record of reliability and integrity Demonstrates fairness, honesty and integrity in his/her existing practice and conduct as a professional Humour, optimism and ambition Willingness to learn and develop new skills and attend training where needed To be able to understand and be committed to equal opportunities for all members of the academy community Able to demonstrate a commitment to the behaviours and values of the co-op 		A, I

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op. Co-op Academy Trust expects all employees to uphold the duty to safeguard and promote the welfare of learners.