



## Cleaning Assistant

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| Salary / grade range | Grade A1<br>SCP- 2<br>£11.59 P/H  |
| Contract type        | 15 Hours per week<br>Morning & Afternoon Shifts Available<br>Whole Year |
| Location             | Co-op Academy Brierley  |
| Reports to           | Estates Manager   |

### 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 of the Academy

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.

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Trust. The post holder is required to undertake additional such duties as may reasonably be expected within the scope and grading for the post.

Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.

This school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to services.

This school is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



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

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to



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robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.