



Cleaning Assistant

Salary / grade range	18 hours per week term time plus 4 weeks. Monday, Tuesday, Thursday & Friday 3pm to 6.30pm Wednesday 3pm to 7pm Times can be discussed with the successful candidate £12 p/h Actual Salary £10, 540 - £10,776
Location	Co-op Academy Stoke-on-Trent
Reports to	Cleanings Supervisors

Purpose of role:

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

Key accountabilities (and specific duties / responsibilities):

1. Undertake cleaning of allocated areas in lines with specified standards as directed.
2. Operate/use domestic and industrial cleaning equipment and materials, following appropriate
3. Store allocated equipment and materials safely and securely.
4. 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.
5. Collect and dispose of waste.
6. Refill and replace soap, towels and other materials.
7. Undertake specialised cleaning programmes during school closures or other designated periods.
8. Any other duties appropriate to the post.



Person Specification

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)
Qualifications <ul style="list-style-type: none"> Knowledge/skills equivalent to current national qualifications level 1 Basic awareness of relevant health and safety 		AI AI
Experience <ul style="list-style-type: none"> Cleaning skills and experience 		AI
Skills, Ability, Knowledge <ul style="list-style-type: none"> Basic numeric skills Ability to work unsupervised and as part of a team Commitment to providing a high standard of cleanliness within the Academy 		AI AI AI
Personal Qualities <ul style="list-style-type: none"> Motivation to work with children Good communication skills and the ability to form and maintain appropriate relationships/ personal boundaries with children and young adults Flexible approach to working times whilst remaining punctual and reliable Willingness to learn and develop new skills and attend training where needed Must be committed to the safeguarding of all students. Able to work under pressure and a determination to succeed Able to demonstrate a commitment to the behaviours and values of the co-op 		I I I I I I I



Academies Trust

The job description best characterises the role at the time of its formulation. It is subject to review to align with the needs and requirements of the Academy, in agreement with the post-holder, and by final agreement with the Headteacher.

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 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.