



The Crypt School

JOB DESCRIPTION

POST	Cleaning Assistant
RESPONSIBLE TO	Cleaning Supervisor
RESPONSIBLE FOR	Cleanliness of designated areas
JOB PURPOSE	To provide a high standard cleaning service within the building or building complex.
GRADE	GRADE B POINT 6 (no annual pay progression with post)
HOURS OF WORK	15 hrs (15:30 to 18:30 Monday – Friday -Term Time)
WEEKS PER YEAR	42 wks. (including last week August)
FULL TIME EQUIVILANT	.373 of full time
SALARY	£5,600.22 actual per annum
DATE	September 2017

Summary of Job:

Undertake cleaning of the establishment ensuring the delivery of a comprehensive cleaning service compliant with The Crypt School and/or local procedures, practices and Health & Safety Regulations. A key participant in the provision of an environmentally clean and safe working area for all users of the School. Be reliable and punctual in attendance.

Outline of Main Duties:

- Provide a comprehensive cleaning service to include dusting, vacuuming, washing floors, emptying bins, cleaning toilets, etc. to ensure high standards of cleanliness and hygiene at all times. Carried out in accordance with the school procedures and practices and Health & Safety Regulations to ensure a high standard of cleanliness and hygiene are maintained
- Any cleaning equipment issued must be used and cared for in an appropriate and safe manner, with any defects being reported immediately to a senior member of staff to ensure health and safety procedures are followed and to enable repairs to be carried out
- Liaise with Cleaner Supervisor or other authorised person on day to day issues relating to cleaning
- Undertake, during holiday periods, a complete 'spring' clean of all areas including Window cleaning, moving furniture to clean behind it, skirting boards, varnishing Wooden floors, etc., to ensure all areas are clean and fresh.
- Attending training courses as required and assist in the training of other premises support staff as directed.
- Comply with Health & Safety, COSHH Regulations, Fire Regulations and other County policies.
- Cover colleagues on sick leave

- When carrying out cleaning duties protective clothing or work wear issued must be worn
- Fully enclosed toe, flat-soled footwear must be worn when carrying out cleaning duties

Staff & Others Supervised by the Job Holder:

None

Health and Safety

- Undergo Basic First Aid training and update courses if requested
- Be aware of the responsibility for Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with developments relating to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process- evaluating and improving own practice

Additional Duties for this Post

The following tasks will be negotiated and agreed at the time of appointment and at annual review. Those additional tasks are seen as an important part of the School's continuing professional development programme:

(add additional duties)

Annual review of this job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of the job description and changes to it, may be negotiated at the request of either the Headteacher or the incumbent of the post.

Compiled by: H Baldwin

Date: 9th February 2010

Reviewed Date: January 2018

It is acknowledged that some job holders may not carry out all the Main Duties in their particular place of work.