

Job Description

School Name:	Parliament Hill School
Job Title:	School Cleaning Assistant
Reports To:	Cleaning Supervisor / Site Services team
Line Management	None
Grade:	15 hours per week, term time (38 weeks) Monday – Friday (3.15 – 6.15PM) Scale 2 - £31,224 pa (Actual pro rata salary £11,318.70)
Role Summary:	To carry out Cleaning duties throughout the School Premises on a daily basis. To ensure the site is free from dirt, dust and stains with special attention given to all entrances and exits, corners and traffic lines.

Key Skills and Competencies: The highlighted competencies are core to this role.

Relationships	Organisational Agility	Personal Excellence	Innovations	Permanent Growth & Development
'Customer' focus	Change Management	Developing People's Potential	Idea Generation	Vision
Build Wider Networks	Project Management	Self-Development	Innovation Management	National Perspective
Building long term relationships	Team Building	Honesty	High standard work	Openness to new approaches
Empathy	Organisational Skills	Dependable	Curiosity	Strategic Leadership
Effectively Communicate	Prioritisation	Learning	Concept Thinking	Adaptability
Professional Attitude	Action oriented	Motivating People	Solving Problems	Achieving Results
	Decision Making	Taking Responsibility	Passion for Technology	Planning

Other Duties

- The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.
- All support staff are expected to model professional behaviour to students to support student development and behaviour, in line with our code of conduct.

Commitment

- Be conversant with Equality and Diversity in a school environment at all times.
- Be committed to working co-operatively towards the aims of the school.
- Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach.

Safeguarding and Child protection

- Promote and safeguard the welfare of children, ensuring this principle, culture and practice is embedded across the team and in all systems, processes and communications, in compliance with national and school procedures and protocols.

Data Protection

- Ensure that all personal and pupil data and information is handled securely to the highest standards and in strict compliance with the data protection legislation and the School's data management protocols.

The Site Services and Cleaning Team as a whole are responsible for maintaining high standards of cleanliness throughout the school. Each cleaner will be responsible for an area and will be expected to clean to the frequency and standard set out. At the direction of the Premises Manager and Cleaning Supervisor, cleaning staff will clean other areas as required.

Identity badges will be supplied and be worn at all times. Staff members are required to sign in and out at the school reception when starting and finishing their shifts. The School Cleaning Staff may be required to meet and relate to students, teachers, management, parents, contractors, members of the public etc. and must be able to deal with all people in a polite and courteous manner using common sense.

Duties and Responsibilities:

Cleaners are required to undertake the following duties as directed by the Cleaning Supervisor, using the prescribed methods and frequencies in line with the requirements of the cleaning specification.

1. Emptying waste bins or similar receptacles, transporting waste material to designated collection points.
2. Sweeping floors with brushes or dust control mops.
3. Mopping floors with wet or damp mops.
4. Suction cleaning carpeted areas and “spot” cleaning carpets.
5. Using electrically powered scrubbing and polishing machines to burnish, scrub, polish and spray clean floors (after receiving proper instruction and training).
6. Removal of all graffiti and chewing gum on a daily basis
7. To dust, damp wipe or wash furniture, ledges, window sills, external surfaces of cupboards, radiators, shelves and fittings.
8. To replenish consumable items (soap, toilet rolls, paper towels).
9. To clean toilets, urinals, hand basins, sinks and drinking fountains.
10. The use of chemical agents as directed by the Cleaning Supervisor in the discharge of cleaning operations or maintenance procedures, after receiving proper instructions and training.

Main Duties - Daily

1. Toilet and Cloakroom Areas:

- Clean lavatory basins with appropriate cleaner provided.
- Clean inside and outside surrounds of sinks
- Clean taps
- Refill toilet dispensers in all cubicles
- Refill paper towels in each dispenser
- Wipe tiles
- Clean mirrors
- Wipe paintwork
- Empty black sacks/rubbish bins
- Clean and mop floor with appropriate cleaner and bleach as instructed

2. Classrooms/ Reception / Music Room/ Staff Room/ Offices/ Meeting Rooms and Library Areas:

- Vacuum (spot clean where necessary)
- Hard flooring – dust control sweep or vacuum, damp mop classrooms daily as instructed
- Furniture / desks – damp dust (all removable furniture e.g. trolleys must be pulled out and cleaned under)
- Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges)
- Bins – empty daily and damp wipe monthly
- Clean inside and outside surrounds of sinks
- Doors – remove marks from glass, doors and walls
- Clean telephones

3. Corridors:

- Hard flooring – dust control sweep or vacuum, damp mop 3 classrooms per day
- Furniture / desks – damp dust (all removable furniture e.g. trolleys must be pulled out and cleaned under)
- Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges)
- Clean door handles (weekly)
- Doors – remove marks from glass, doors and walls

4. Stairs:

- Vacuum carpet (spot clean where necessary)
- Hard flooring – dust control sweep or vacuum, damp mop 3 classrooms per day
- Furniture / desks – damp dust (all removable furniture e.g. trolleys must be pulled out and cleaned under)
- Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges)
- Doors – remove marks from glass, doors and walls

5. Art & Design Centre / Science Prep Room / Food Prep Room:

- Clean and disinfect sinks inside and outside with appropriate cleaner
- Wipe and disinfect work all surfaces, kitchen and tiles
- Wipe windowsill
- Clean lavatory basin with appropriate cleaner provided
- Clean and mop floor
- Clean telephones

PERSON SPECIFICATION

	Essential	Desirable
Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach.	YES	
You will be expected to have experience in the use of cleaning equipment, machines, and cleaning liquids.	YES	
Ability to organise own workload and ensure that deadlines are met daily.	YES	
Ability to work on own initiative when necessary.	YES	

Ability to carry out and demonstrate skill/experience in the use of cleaning equipment, machines, and cleaning liquids.		YES
Be able to establish and maintain safe systems of work, safe health conditions and environment.	YES	
Be able to communicate effectively.	YES	
Be able to work in a team efficiently.	YES	
Be conversant with the School's Equal Opportunities Policy and at all times work to further the School's aims with regard to equal opportunities.		YES
Be committed to working co-operatively towards the aims of the school.	YES	
Flexibility to meet the needs of the business	YES	
Great punctuality	YES	
Capable of navigating stairs	YES	

All employees have a responsibility to ensure the Health and Safety of persons at work and members of the public on school premises. The methods of achieving this will be by the provision of safe systems of work, safe health conditions and environment and including such information, training, instruction and supervision as necessary to achieve these objectives.

Undertake any other duties, appropriate to the grade, which may be required as directed by the Headteacher, Business Director or Premises Manager.

At a time of rapid educational and administrative change, job descriptions cannot be prescriptive. It may be that some alteration is necessary as circumstances dictate and as new needs arise.