

<b>TITLE:</b>	<b>Cleaning Assistant</b>
<b>GRADE:</b>	<b>Bucks Pay Range 1pt5 – hourly rate of £8.85 inclusive of holiday pay</b>
<b>RESPONSIBLE TO:</b>	<b>Cleaning Manager</b>
<b>PATTERN:</b>	<b>10 hours per week Mon - Fri 2pm – 4pm during term time only (38 weeks) More hours are available if desired</b>
<b>PRIMARY PURPOSE:</b>	<b>To ensure that a high standard of cleanliness is maintained throughout the school premises on a daily basis</b>

#### **SUMMARY OF MAIN DUTIES AND RESPONSIBILITIES**

1. To clean areas of the school in accordance with the school's cleaning specification as directed by the Cleaning Manager
2. To operate cleaning equipment and machinery in accordance with instructions
3. To use appropriate cleaning materials as instructed
4. Ensuring products are locked away at the end of the day
5. Ensuring all cloths, dusters and sweeper heads are washed
6. To wear/use appropriate safety equipment (PPE) at all times
7. To immediately report defects and safety hazards to the Cleaning Manager
8. To observe and comply with the Health and Safety Policy, other legislative requirements and the school's guidelines for cleaning staff
9. Ensure the security and safe custody of any keys for the premises entrusted to you
10. Ensure all equipment and stock is secure at all times to avoid theft or accident
11. To carry out any other reasonable requests from the Cleaning Manager, Site Manager or Principal

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment. All staff appointments are subject to an enhanced DBS check and satisfactory references.*