**S Peter’s Collegiate School**

**A Church of England Academy**

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**JOB DESCRIPTION**

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| **NAME:** | |  | |
| **POST TITLE:** | | Cleaning Assistant | |
| **COMMENCEMENT OF SERVICE WITH ACADEMY:** | |  | |
| **SALARY GRADE:** | | Grade 1. Scale Point 1-3 (£17,364 – £18,065 pro rata. Starting Point 3) | |
| **CONTRACT TERMS:** | | 14.67 hours per week, 44.5 weeks per year | |
| **LINE MANAGEMENT:** | | Business & Facilities Manager | |
| **TERMS AND CONDITIONS:** | | HR Manager | |
| **JOB DESCRIPTION AGREED:** | | May 2019 | |
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| The appointment is made to the Academy rather than any individual area and duties may be required outside the usual day-to-day work. All personnel are expected to work flexibly as part of a team of Teaching and Associate Staff, commonly bound in the service of the needs of the S Peter’s Collegiate School as a Church of England Academy and the further development of S. Peter’s as reasonably required under the direction of the Principal.  If a section/unit is to consistently deliver high standards and fulfil its wider role within the Academy and community each member of the team has an important role to play. | | | |
| **Purpose of Post:** | | | |
| To be part of a cleaning team providing a multi-task workforce within the Academy | | | |
| **Specific Duties Attached to position:** | | | |
| 1. To undertake all necessary in-house training to facilitate the roles required to be filled; 2. Collect and bag up all refuse and deliver to collection points or bin areas; 3. All floor maintenance including the use of machinery, e.g. All hard floors including Concrete, Vinyl, Wood etc., and all carpeted floors. 4. Damp dust all furniture and fittings, all radiators, pipes and ledges; 5. To clean all toilets, wash rooms, shower blocks; 6. To attend training courses as appropriate to meet the demands of any new legislation 7. Maintaining material and equipment in a clean and tidy condition; 8. Reporting any faults in the machinery or the building fabrics to a Cleaning Supervisor; 9. Ensuring safe working methods are adhered to;   10. Periodical Duties (as directed by the Cleaning Supervisors/Premises Supervisor)  (a) High damp dusting  (b) Cleaning office partitions and inside windows  (c ) Deep cleaning of furniture and fittings e.g. cupboard, desk and chairs  (d) Washing down walls/wall tiles in kitchen, toilet area, showers and wash rooms   1. Any other duties commensurate with the grading of the post, subject to any reasonable adjustments under the Disability Discrimination Act. | | | |
| **General Responsibilities** | | | |
| * To be aware of and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. * Be aware of and support difference and ensure equal opportunities for all * Contribute to the overall ethos/work/aims of the Academy * Appreciate and support the role of other professionals * Attend and participate in relevant meetings as required * Participate in training and other activities and performance development as required * Highlight any areas of professional development pertinent to the carrying out of your role | | | |
| **Amendment of Job Description**  The particular duties/responsibilities listed overleaf may be reviewed from time to time at the request of the Principal or post holder as circumstances make necessary. They may be amended only after reasonable consultation and the approval of the Governing Body. In the exceptional situation of mutual agreement not being achieved, the individual staff member or Principal will have access to an ad hoc Appeal Panel.  This general Job Description is not comprehensive and the post holder will be required to undertake such other tasks appropriate to the level of appointment as the Principal may reasonably require. | | | |
| **Signed (Principal)** |  | **Date** |  |
| **Signed (Staff)** |  | **Date** |  |