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## Job Description for Cleaning Assistant

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**Responsible to:** Lead Site Assistant/Lead Cleaner

**Based at:** New College Pontefract

### OVERALL PURPOSE OF THE POST

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- To provide a high standard of cleaning service to the College according to the cleaning specification provided.

### MAIN DUTIES

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- Clean college areas as instructed and according to the specification provided.
- Remove any graffiti and report to the Lead Site Assistant and/or Lead Cleaner if the instance re-occurs.
- Provide additional assistance, as part of the Cleaning Staff, in other areas of college further to liaison with the Lead Site Assistant and/or Lead Cleaner.
- Report the following to the Lead Site Assistant:
  - Repairs required to buildings, furniture, equipment and fittings.
  - Any light fittings that are not working.
  - Suspicious persons who are on site.
  - Any instances where a student is behaving unreasonably, rather than dealing with it yourself.
- Provide additional assistance, as part of the Support Staff, in other areas of college further to liaison with the Lead Site Assistant and/or Lead Cleaner.
- Be aware of and contribute towards the implementation of Health and Safety and Equal Opportunities policies within your area of work.
- Undertake any other duty as reasonably requested.

*There will be an expectation across the trust that all support functions will work together and support each other as and when required, particularly in the early and evolving years of the trust. There may be a need to review some job descriptions initially after the first transitional year.*

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/trust, and only after consultation with you.

**All staff and senior post-holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.**

**The post holder's duties must at all times be carried out in compliance with the trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the trust's responsibilities under the Health and Safety Act.**

**All staff are expected to support the achievement of the trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.**

## Person Specification for Cleaning Assistant

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIREABLE
<b>Relevant Experience</b>		<ul style="list-style-type: none"> <li>• Previous experience of working as a cleaner.</li> <li>• Experience of working with young people (aged16-19)</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake further training relevant to the post</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of training relevant to the post</li> </ul>
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Ability to work effectively individually and as part of a team</li> <li>• A common-sense approach to work</li> <li>• Good organisational skills</li> <li>• Ability to cope with the physical requirements of the job</li> <li>• Taking pride in working as part of a larger team to achieve something to the best of your ability</li> </ul>	
<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>• Ability to cope with unexpected or difficult situations</li> <li>• Flexible approach to work</li> <li>• Enthusiasm and commitment to the post</li> <li>• Commitment to equal opportunities</li> <li>• Commitment to continuous improvement and willingness to learn from experience and practice</li> <li>• Customer service/care approach to work</li> </ul>	<ul style="list-style-type: none"> <li>• An interest in working in an educational environment</li> <li>• Awareness of Health and Safety issues</li> </ul>