

---

## Job Description for Cleaning Assistant

---

**Responsible to:** Cleaning Supervisor

**Based at:** New College Pontefract

**Paid on:** Band C of the Support Spine

### OVERALL PURPOSE OF THE POST

---

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

### MAIN DUTIES

---

- Clean college areas as instructed by and according to the routine cleaning specification
- Complete non-routine cleaning tasks during college closures as directed by the Cleaning Supervisor
- Remove any graffiti and report to the Cleaning Supervisor if the instance re-occurs.
- Provide additional assistance, as part of the Cleaning & Support Staff, in other areas of college further to as directed by the Cleaning Supervisor
- Report the following to the Lead Site Assistant:
  - Repairs required to buildings, furniture, equipment and fittings.
  - Any light fittings that are not working properly.
  - Suspicious persons on site.
  - Any instances where a student is behaving unreasonably, rather than dealing with it yourself.
- 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.
- Be committed to the safeguarding and wellbeing of children and young people.
- To observe at all times confidentiality appropriate to the post and to work within Trust guidelines of Data Protection.
- Perform other duties as assigned by your line manager.
- **You may be required to work up to 2 evenings per academic year to support trust events.**

**Please note this job has a Probationary Period of 6 Months and a Notice Period of 1 Month.**

*All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust 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 Trust 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's vision 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	DESIRABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of working as a cleaner.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with young people (Aged 16-19).</li> <li>• Previous experience of using various types of cleaning equipment</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>

*All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust 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 Trust 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's vision and strategic objectives and to demonstrate its values through their behaviour.*