



Bede Academy Cleaning Assistant

Job Description

The Cleaning Assistant reports to the Facilities Manager to provide an efficient, effective and quality service. Main duties include:

- To undertake all cleaning and associated duties in relation to the operation of the cleaning service.
- Duties include: sweeping, vacuum cleaning, disposal of rubbish, dust, damp wiping, burnishing, mopping, cleaning of toilet / shower areas and associated activities.
- To ensure duties are undertaken in accordance with the work schedule and customer requirements.
- To comply with all Academy and site rules, regulations, procedures and policies.
- To use cleaning machinery, equipment and chemicals in accordance with COSHH procedures.
- To report immediately to your line supervisor any unsafe procedures, working practices and unsafe machinery, including any dangerous occurrences, near misses and accidents.
- Any other reasonable duties as required by the Principal or Facilities Manager.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectations.

Bede Academy is committed to the safeguarding of children and all staff are expected to ensure that Bede Academy is a safe and secure environment for our students.



Bede Academy Cleaning Assistant

Person Specification

CATEGORY	ESSENTIAL	DESIRABLE	HOW MEASURED
QUALIFICATIONS			Application form
EXPERIENCE	<ul style="list-style-type: none">• Cleaning experience (including use of machinery)	<ul style="list-style-type: none">• Experience of working in a school environment• Customer service experience	Interview and Application form
SKILLS, KNOWLEDGE AND APTITUDE	<ul style="list-style-type: none">• Knowledge of cleaning equipment, machinery and chemicals in relation to COSHH• Strength, dexterity and co-ordination to use a range of cleaning tools and equipment• Regular need to lift and carry items of moderate weight.	<ul style="list-style-type: none">• Basic knowledge of Health and Safety for the role	Interview and Application form
MOTIVATION		<ul style="list-style-type: none">• Evidence of learning beyond the workplace	Interview and Application form