

*At Lady Manners School we strive to attain the highest standards in our work, have respect for others and develop our individual talents.*

**JOB DESCRIPTION**

**POST TITLE:** Support Services Assistant

**MEMBER OF STAFF:** Vacancy

**GRADE:** 3

**RESPONSIBLE FOR:** Not applicable

**RESPONSIBLE TO:** Assistant Premises Manager

**OVERALL RESPONSIBILITY:**

To carry out cleaning duties as per the cleaning schedule.

To supervise students embarking on buses and ensuring their safety on the bus park.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

**Bus Supervision duties:**

1. Ensure students behave safely and queue appropriately.
2. If a bus is approaching towards a crossing, stop the students (not the bus) and keep the students on one side.
3. When supervising students using the crossing, to stand in the middle of the crossing.
4. Report any behaviour or incidents to the senior member of staff on duty.

**Cleaning duties:**

1. Clean the designated area of the school (including the school kitchens) according to the relevant cleaning schedule.
2. Launder kitchen towels.
3. Empty waste bins.
4. Sweep floors with brushes or impregnated mop-sweepers.
5. Mop floors with wet or damp-mops (using the associated equipment).
6. Vacuum carpeted areas and to 'spot' clean carpets.
7. Use electrically powered scrubbing/polishing machines to burnish, scrub and polish floors.
8. Use electrically powered pick-up machines.
9. Dust, wipe, wash or polish as necessary - furniture, ledges, window sills, radiators, shelves and fitments.
10. Replenish consumable items (soap, toilet rolls, paper towels).
11. Clean toilets, urinals, hand basins and sinks.
12. Use such chemical agents as directed in the discharge of cleaning operations or maintenance procedures.

11. Undertake wall washing or inside window pane cleaning to a height of no greater than body height plus an arm's extension from floor level.

**GENERAL DUTIES AND RESPONSIBILITIES:**

1. Undertake training and development activities relevant to the position.

1. Co-operate with the school in complying with relevant health and safety legislation, policies and procedures.
2. Carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policy.
3. Support the aims and ethos of the school.

5. Maintain confidentiality and observe data protection and associated guidelines where appropriate.

6. Maintain an awareness of Safeguarding Children, Safer Working Practice and Every Child Matters initiatives.

7. Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

**PERSON SPECIFICATION**

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|  | **Essential or Desirable** |
| **Experience:** |
| Working in a team | Essential |
| Previous experience in cleaning industry | Desirable |
| **Knowledge:** |
| Understanding of the importance of safeguarding children and of safer working practice | Essential |
| Health and Safety issues (e.g. COSHH, Manual Handling) | Essential |
| Operation of commercial cleaning equipment | Desirable |
| Managing the behaviour of children | Desirable |
| Safety issues in relation to vehicles/traffic | Desirable |
| **Skills:** |
| Ability to complete cleaning tasks to desired standards | Essential |
| Ability to work flexibly  | Essential |
| Ability to follow instructions | Essential |
| Ability to recognise the need for and maintain a high degree of confidentiality | Essential |
| Ability to relate to teachers, other professionals, parents and students | Essential |
| Ability to work as part of a team and on own initiative | Essential |
| Ability to work calmly and professionally under pressure  | Essential |
| Attention to detail | Essential |
| **Attitudes and Values:** |
| Commitment to school improvement and raising achievement for all students | Essential |
| Ability to form and maintain appropriate relationships and personal boundaries with young people | Essential |
| Committed to the needs of the students, parents and other stakeholders  | Essential |
| Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations | Essential |
| Adaptable to change | Essential |
| Ability to relate to and promote the school ethos | Essential |
| **Other:** |
| Willing to self-improve / attend training | Essential |
| Ability to carry out manual handling tasks | Essential |

*The post-holder must be prepared to carry out additional duties which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.*

Evidence will be drawn from some or all of:

* Letter in support of application
* Application form
* Response to questions during interview
* Test or task
* References

Signature (Member of Staff):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (Headteacher):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_