



Job Description

Job Title: Cleaning Assistant
Location: Broadlands Academy
Hours of work: 20 hours per week

Purpose of the Role:

To provide efficient and effective cleaning support to the Academy, ensuring that the appearances of the buildings internal & external areas are maintained to a high standard at all times.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

- To empty waste bins or similar receptacles, transporting waste material to designated collection points/waste areas.
- To sweep floors with brushes or dust control mops.
- Mopping floors with wet or damp mops.
- To suction clean carpeted areas and "spot" clean carpets.
- To use electrically powered scrubbing/polishing machines to burnish, scrub, polish and spray clean floors (after receiving proper instruction and training).
- To use electrically powered pick up machines.
- To use vacuum cleaners.
- To dust, damp wipe, wash or polish the furniture, ledges, window sills, external surfaces of: cupboards, radiators, shelves and fittings of classrooms, staffrooms, washrooms, office areas.
- To replenish consumable items soap, toilet rolls, paper towels
- To clean toilets, hand basins and sinks and drinking fountains.
- To use chemical products as directed by the Site staff in the discharge of cleaning operations and maintenance procedures (after receiving the required Health & Safety instruction and training).
- To undertake internal wall/partitions/corridor washing and internal window pane cleaning to a height no greater than body height plus an arm's extension from floor level, during periodic cleaning maintenance programmes.
- To clean domestic science areas involving the cleaning of cookers and work surface areas.
- To respond to spillages as required, to ensure the area remains safe to all academy students, staff & visitors.
- To ensure that cleaning storage cupboards are kept clean and tidy at all times.
- To carry out deep cleaning programs and minor site maintenance such as internal painting, assisting with moving of equipment, furniture and assistance with keeping the academy open during adverse weather conditions, for example, snow clearance duties.
- To carry out any other reasonable duties within the overall function of the job as advised by the Facilities Assistant/Cleaning Co-ordinator and Facilities Manager

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge

your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

Person Specification

Job Title: Cleaning Assistant



General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> • Experience of general cleaning activities • Knowledge of Health and Safety • Experience of resolving problems by assessing situation and using judgement for best course of action • Experience of using initiative and working independently • Experience of organising multiple tasks, working to deadlines 	<ul style="list-style-type: none"> • Experience of using buffing and specialist floor scrubbing machines
Skills	Abilities	<ul style="list-style-type: none"> • Ability to communicate effectively to a variety of audiences • Ability to stay calm under pressure 	<ul style="list-style-type: none"> • N/A
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • Experience of building and maintaining effective relationships • Experience of working effectively as part of a team • Demonstrate a commitment to equality • Ability to provide excellent 	





		customer service, both to internal and external customers	
Special Requirements		<ul style="list-style-type: none">• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check• Right to work in the UK• Show a commitment to promoting the welfare and safeguarding of children and young people• Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children & young people and staff	<ul style="list-style-type: none">• N/A

