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## **JOB DESCRIPTION**

**Job Title:** Cleaning Assistant  
**Grade:** A1 SCP 1-2  
**Reporting to:** Administration and Operations Manager

### **Job Purpose:**

To be responsible for maintaining a high level of cleanliness throughout the School building.

### **Duties and Responsibilities:**

- Use of mechanical cleaning equipment i.e.
  - Suction Cleaners
  - Scrubbing / Buffing Machines
  - Hot Water Extraction Machines
  - Combined Scrubber / Drier Machines
  - Wet Suction Machines
- Handling and use of cleaning materials in accordance with recommended procedures.
- Cleaning in all kinds of areas within the school building i.e.
  - Toilet/Hygiene Areas
  - Corridors/Landings/Staircases/Entrances
  - Craft rooms, i.e. Woodwork, Engineering, Cookery etc.
  - Classrooms and Offices
  - Halls and Gymnasium
- High level cleaning, using appropriate equipment.
- Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises
- Washing of walls, windows, glass.
- Collect and dispose of waste in appropriate manner. Clean and maintain waste bins.
- Working to the school's operational specifications and quality assurance work schedules.
- Be able to work as part of a team and act on instructions from senior staff.
- To wear appropriate protective clothing including rubber gloves.
- Attending appropriate training courses / seminars as requested.

### **Personal Responsibilities:**

- Hold positive values and attitudes and adopt high standards of professional conduct.
- Carry out the duties and responsibilities of the post, in accordance with the Trust's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout TGAT.
- To willingly engage with training as required by the academy.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

### **Any Special Conditions of Service:**

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of the Trust.
- The Trust operates a No Smoking Policy.

*The GORSE Academies Trust is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.*