

Job Description and Person Specification

BEACON EDUCATION SERVICES TRADING LTD

Company number 10877387

Woodford Bridge Road,

Ilford, Essex, IG4 5LP

Tel: 020 8551 4954

Email: BEST@beaconacademytrust.co.uk

General Cleaning Assistant

Beacon Education Services Trading Ltd (BEST)

Based at Beal High School - IG4 5LP

15 or 30 hours per week, 52.14 weeks per year
£10.42 per hour

Benefits include:

Benenden Private Healthcare - as a taxable benefit – responsive medical care which may be extended to include family and friends

Busy Beacons - Access to an on-site, non-profit, term time only nursery for school staff (opening 2023-24)

Staff forum

A focus on staff well-being and welfare – Carnegie Gold Mental Health Award status

24/7 Employee Assistance Programme – 365 days a year helpline and additional support with legal, financial advice and counselling

A range of career opportunities across the Trust

Free access to a fully fitted on-site fitness suite on both campuses

EV installation programme 2023

Cycle to work shower facilities

Team building and sports events to build cohesion and BMAT community

Winter well-being holiday

Free on-site parking

Free hot drinks

Access to 'Beacon Bargains' our online swap shop for staff to give away, sell and swap items between them

We are seeking to appoint a hardworking and reliable general cleaning assistant. Your role (as an employee of Beacon Education Services Trading Ltd) will be to ensure that you fulfil your duties to a high standard.

BEST Ltd is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.

Enhanced DBS (with list checks) is required for this post.

The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)

[BMAT – Safeguarding and Child Protection Policy](#)

Further information and an application form can be found at <https://nelta.co.uk/vacancies/>

Please forward your electronic applications to recruitment@beaconacademytrust.co.uk

Please note we reserve the right to close or extend this position depending on application numbers, therefore we would urge candidates to submit an application as soon as possible.



General Cleaning Assistant

Overall Responsibilities

To ensure the maintenance of a clean and orderly working environment

General Duties and Responsibilities

1. Cleaning any area within the school as requested by the supervisor
2. Cleaning kitchenettes, toilets, urinals, hand basins, sinks, baths, showers and drinking fountains.
3. Dust, damp wipe, wash or polish furniture, ledges, skirting boards, window sills, external surfaces of cupboards, radiators, shelves and fittings
4. Cleaning cookers and work surface areas in cookery rooms
5. Vacuuming carpeted areas and washing floors
6. Sweeping uncarpeted areas
7. Emptying and cleaning bins
8. Spot cleaning of spillages
9. Cleaning doors and windows
10. Wall washing
11. Maintaining high and consistent standards
12. Take initiative to perform cleaning and tidying tasks outside of your regular rota
13. To replenish consumable items (soap, toilet rolls, paper towels) if required within the contract.
14. Reporting all defects/hazards immediately to the caretaker or supervisor
15. To participate in training courses as required
16. Ensuring safe working methods are adhered to
17. Using electrically powered scrubbing and polishing machines to clean floors (after receiving proper instruction and training) if required.

The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change.

The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.



Person Specification				
	Essential (E) Desirable (D)	App Fm	Intv w	Ref
Qualifications				
1. NVQ 2 or equivalent qualification	D	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Good basic numeracy/literacy skills	D	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge / Skills / Experience				
3. Cleaning experience	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Reasonable level of fitness	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Knowledge of Health & Safety & COSHH procedures	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Knowledge of manual handling procedures	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Knowledge of health and hygiene procedures	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Punctual, reliable and trustworthy	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Able to manage time effectively	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Willingness to develop knowledge of use of ICT and other specialist equipment/resources	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11. Willingness to participate in development and training opportunities	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12. Work constructively as part of a team and work independently	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Good communication skills	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Good understanding of safeguarding and promoting the welfare of young people	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
15. Good understanding of relevant polices/codes of practice and awareness of relevant legislation.	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attributes				
16. Be willing and able to undertake a wide range of duties as required	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Able to adapt and embrace change	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
18. Ability to work under pressure and to work to scheduled deadlines	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
19. Ability to relate well to staff, students', parents and public	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20. Ability to work cooperatively as a positive team member	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>BMAT is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.</p> <p>Enhanced DBS Disclosure is required for this post.</p>				

