



<b>Post Title</b>	<b>Cleaning Assistant</b>
<b>Working Time</b>	Part Time, 10 hours per week, Term Time Only, 40 weeks per year, including 5 INSET days plus 5 days to be worked during school holidays as directed by the school throughout the year.
<b>Salary/Grade</b>	<b>Grade 1: (Points 2-3)</b>
<b>Hours of Work</b>	03.30 pm to 05.30 pm Monday to Friday
<b>Reporting to</b>	Premises Administrator
<b>Line Manager</b>	Premises Administrator
<b>DBS Disclosure Level</b>	Enhanced with Children's Barred Checklist
<b>Main Purpose</b>	
<ul style="list-style-type: none"> <li>To work within the team to clean the school</li> </ul>	
<b>Operational Strategic Planning</b>	
<ul style="list-style-type: none"> <li>To clean a designated area of the school, using equipment such as buffer machines, vacuum cleaners, etc. as identified by the Premises Administrator.</li> <li>Reporting of hazards or problems associated with your designated work area to the appropriate person.</li> <li>To show due regard to the Health and Safety of yourself, colleagues and students.</li> <li>To abide by School policies, procedures and current Government Legislation.</li> <li>To carry out basic duties in the kitchen area in the event of a staffing emergency.</li> <li>Work reasonable additional hours when necessary, by prior agreement, unless in the event of an emergency.</li> <li>To undertake any training that has been identified as being required for the undertaking of your duties.</li> <li>To maintain confidentiality of information obtained at work.</li> <li>To cover for colleagues work when directed or through your own initiative were appropriate.</li> </ul>	
<b>Management Information</b>	
<ul style="list-style-type: none"> <li>To attend meetings and training as directed by the Premises Administrator.</li> </ul>	
<b>Communications</b>	
<ul style="list-style-type: none"> <li>To ensure that any issues relating to child safety are relayed to the Premises Administrator, teacher in charge as soon as possible.</li> </ul>	
<b>Marketing and Liaison</b>	
<ul style="list-style-type: none"> <li>To make sure at all times that the designated areas are clean and hazard free</li> </ul>	
<b>Pastoral System</b>	
<ul style="list-style-type: none"> <li>To comply with the school's safeguarding procedures and to undertake the relevant courses as necessary.</li> <li>To support the development of staff in the team and to assist with the monitoring of their development as required.</li> </ul>	
<b>Quality Assurance</b>	
<ul style="list-style-type: none"> <li>To help implement the school procedures and Best Value principles.</li> <li>To implement and assist the improvement of methods to maintain a clean, health and safe working environment for staff and students.</li> </ul>	



**Additional duties**

- To play a full part in the life of the school supporting our mission statement and encourage staff and students to support this ethos.

**Other Specific Duties**

- To continue Professional Development as agreed with Line Manager
- To engage in the Performance Review process

While every effort has been made to explain the main duties and responsibility of the post, each individual tasks may not be identified.

Employees will be expected to:

- Comply with any reasonable request from a Manager to undertake work of a similar level or grade that is not specified in the Job Description.
- Be courteous to colleagues and to provide a welcoming environment to visitors.
- Have a consistently clean, tidy and orderly appearance.
- Possess a reasonable level of fitness suitable for the work required.

The school will endeavour to make every reasonable adjustment to the job and the working environment to enable access to employment appointments for disabled job applicants and continued employment for any employee who develops a disabling condition.

This Job Description is not exhaustive and therefore other duties of an appropriate level and nature may be required, as directed by the Headteacher.

**This role is envisaged to be as above, subject to negotiation with the post holder.**

**This job description should be seen as enabling rather than restrictive and will be subject to regular review.**

***'St Julie's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors volunteers and visitors to share this commitment'.***

Signed (post holder)	Signed (Headteacher)
Date:	Date: