**Job Description and Person Specification**

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| **Job title** | **Assistant Caretaker/Cleaner** |
| Reports to | Site Manager |
| Contract | Permanent |
| School | Glenleigh Park Primary Academy and Nursery |
| Location | Gunters Lane, Bexhill-on-Sea, East Sussex, TN39 4ED |
| Grade | East Sussex NJC Single Status Pay Scale; Grade 3; SCP 7 |
| Hours | 28.75hrs per week |
| Working weeks | All year round |

**Job description**

Role purpose

To work proactively to keep the school and nursery site clean, well presented and secure.

Key tasks

* Be a key holder for the school site, responsible for unlocking and securing the building at the start and end of the day, and setting/un-setting the alarm
* Clean areas of the school in accordance with the Building Cleaning Specification and/or as directed. This may include cleaning hallways, floors, removing graffiti as well as unpleasant and potentially harmful substances from surfaces
* Collect and remove waste/rubbish to the collection point
* Collect litter from school and nursery site and empty of playground bins
* Replenish consumables around the school and nursery site
* Support Site Manager with distributing fruit and milk around the site
* Support Site Manager with daily site walks and remedial maintenance tasks such as preparing the ground in icy weather, removing animal waste from playground and so on
* Undertake emergency cleaning as required resulting from accident, sickness, vandalism and fire
* Clean internal windows and glass, to an agreed schedule and in compliance with health and safety procedures
* Operate, clean and maintain cleaning machinery and equipment, in accordance with instructions, reporting faults to the relevant individual
* Use cleaning materials as instructed and in accordance with COSHH regulations
* Take appropriate health and safety precautions, where necessary, whilst carrying out duties, in order to ensure the safety of all staff, pupils and visitors

Support of Colleagues

* Work proactively and collaboratively with other members of the staff team

Self-Development

* Attend staff and team meetings as required
* Participate in training and other learning activities offered by the school
* Improve own practice, including through observation, evaluation and discussion with colleagues

Legislative and Procedural Compliance

* Maintain confidentiality on all school matters at all times
* Follow all legislation and best practice relevant to your role
* Follow all school and Aurora Academies Trust policies, procedures and guidelines

Safeguarding and Child Protection

* All staff have a responsibility for providing and safeguarding the welfare of children and young people they come into contact with
* All staff must comply with the school’s Safeguarding Policy
* If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy
* It is a requirement of the role that appropriate safeguarding and child protection training is undertaken
* A Disclosure and Barring Service (DBS) Check will also be required, and any additional checks recommended by Keeping Children Safe in Education may be undertaken (which may include online and social media checks)

The list of duties in this job description should not be regarded as exclusive or exhaustive.

This job description details the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot, of themselves, justify a reconsideration of the grading of the post.

Aurora Academies Trust reserves the right to update this job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any significant proposed changes.

**Person specification**

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|  | **Criteria** | E = EssentialD = Desirable | **Assessed by**A = ApplicationC = CertificatesI = Interview |
| **Experience** | Previous experience in a similar role | D | A |
| **Skills and abilities** | Ability to problem solve proactively and positively | E | I |
| Ability to remain calm and patient under pressure, whilst working to deadlines | E | I |
| Ability to work effectively and supportively as a member of the school team | E | I |
| Ability to work in an organised and methodical manner | E | I |
| **Attributes** | Willingness to learn new techniques and methods in the execution of the work | E | I |
| Ability to work flexibly and out of school hours as required | E | I |
| Display a commitment to, and an ability to contribute to, the protection and safeguarding of children and young people | E | I |
| Model behaviour, attitudes and dress that set the best possible example to pupils | E | I |
| Ability to carry out the physical requirements of the role, i.e., the ability to stretch, lean, reach, lift heavy objects, move bulky objects etc | E | I |
| **Other** | Ability to maintain confidentiality on all school matters | E | I |
| Ability to create and maintain an appropriate environment which ensures the safety of all users of the school | E | I |
| Willingness to participate in further training and development opportunities offered by the school, Aurora Academies Trust and the county | E | I |
| Flexibility in the approach to work and the demands of the post and to be adaptable to the changing circumstances of the school | E | I |
| A commitment to the school’s vision, values and ethos | E | I |
| A commitment to Aurora Academies Trust vision, values and ethos | E | I |