

**Batley Multi Academy Trust - Job Description**

<b>Trust/School Post:</b>	<b>Batley Grammar School</b>
<b>Department:</b>	<b>Facilities</b>
<b>Post:</b>	<b>Facilities Assistant (Cleaner)</b>
<b>Grade:</b>	<b>2</b>
<b>Accountable to:</b>	<b>Facilities Supervisor</b>
<b>Responsible for:</b>	<b>Not Applicable</b>
<b>Purpose of Job</b>	
<p>The purpose of the job is to effectively clean the areas of the school, as allocated by the Facilities Supervisor. Use cleaning materials, in accordance with the product instructions, as instructed by the Facilities Supervisor and operate cleaning machinery, such as vacuum cleaners and floor polishers, in accordance with instructions.</p>	
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Vacuum-cleaning hard and soft floors.</li> <li>• Identifying cleaning spillages.</li> <li>• Wiping furniture, ledges, paintwork and doors and polishing door glass.</li> <li>• Emptying and cleaning bins and removing waste to the collection point.</li> <li>• Cleaning toilets and sanitary fittings and surrounds.</li> <li>• Mopping and spray cleaning hard floor surfaces.</li> <li>• Removal &amp; re-application of polish or varnish from hard indoor surfaces (after specific training &amp; competence assessment).</li> <li>• Wiping, polishing and straightening furniture.</li> <li>• Replenishing supplies in toilets.</li> <li>• Checking and closing windows.</li> <li>• Switching lights off after work (reporting any computers that do not automatically switch off at 7pm).</li> <li>• Reporting defects and hazards to the Facilities Supervisor.</li> <li>• Undertaking routine cleaning tasks as directed when the school is closed, for example stripping and sealing floors, washing walls, furniture etc.</li> <li>• Diluting and using cleaning materials as directed.</li> <li>• Cleaning and maintaining cleaning equipment as instructed.</li> </ul>	
<b>Additional Information</b>	
<ul style="list-style-type: none"> <li>• Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager.</li> <li>• As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.</li> </ul>	

- A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and students/learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

**Batley Multi Academy Trust - Employee Specification**

<b>Post: Facilities Assistant (Cleaner)</b>	<b>Grade: 2</b>
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

<b>Qualifications, Skills, Experience</b>	<b>Essential/ Desirable</b>	<b>Method of assessment</b>
Experience of working in a school setting of a similar environment.	Essential	Application Form/ Selection Process
Basic knowledge of the operation of tools and equipment.	Essential	Application Form/ Selection Process
Knowledge of Health and Safety obligations and understanding of COSHH and the ability to interpret Safety Data Sheets.	Essential	Application Form/ Selection Process

<b>Performance Attributes</b> <i>Please note, all the following criteria are <b>essential</b></i>	<b>Method of assessment</b>
Effectively communicates with team members and students.	Essential
Works cooperatively as part of a team.	Essential
Consistently performs to the best of their ability as directed.	Essential
Works with integrity and professionalism.	Essential
Flexible approach and attitude to work occasionally outside of contracted hours (parents evenings, lettings etc.)	Essential

