

JOB DESCRIPTION

CLEANING & FACILITIES ASSISTANT (fixed term)

| | |
|------------------------|--|
| Reports to | Class Support Lead |
| Responsible for | N/A |
| Hours | Monday to Friday, 10.00am - 2.00pm - Jigsaw School term time |
| Annual Leave | 44 days plus Bank holidays |

Job Overview

Based in the Jigsaw CABAS School, assisting the class Support Team with both cleaning and facilities task to help ensure the smooth running of breaktime sessions. Responsible for maintaining high standards of work to create a clean, welcoming, safe and secure environment for pupils and staff. This will include ad hoc and routine cleaning and the organisation of school resources to ensuring stocks are sufficient and appropriate.

Main duties and responsibilities

- Prepare, monitor and tidy the lunch room and break areas before and after snack and lunch times including a weekly scrub of lunchroom chairs and stools
- Clean, refill and redistribute classroom crockery, cutlery and classroom water jugs for pupils to use at break and snack times
- Load and unload dishwashers across the school
- Collect pupil lunches from the on-site café
- Clean and restock toilet and bathroom areas and assist with cleaning up after toileting accidents and other incidents involving bodily fluids
- Keep the corridors and visitor area clean and tidy
- Support the Cleaning and Resource Co-Ordinator with tasks as required
- Check and remove any broken toys from classrooms
- Facilitate the movement of classroom resources and tidying of the Curriculum Store
- Monitor the use of timetabled facilities, cleaning and tidying areas as required including PE Halls, Library, Food Tech, Daily Living Skills and playgrounds
- Undertake any other tasks which can be reasonably expected in relation to the role
- Adhere to all company policies and procedures within defined timescales

PERSON SPECIFICATION

Knowledge, skills and experience

- Proven experience of undertaking a range of general cleaning duties, completing tasks to a high standard
- A positive and can-do attitude to work flexibly with initiative and minimal supervision
- Able to perform tasks of a physical nature (often demanding) including twisting and stooping and working at a lower height
- Ability to keep accurate records and reports
- Proven ability to work effectively as part of a team
- Ability to work in a pressured environment and prioritise tasks effectively
- knowledge of manual handling and health & safety regulations
- Experience working in SEND school environment an advantage but not essential

continued on next page

Personal qualities

Achieving results

- Promptly and efficiently completes work assignments
- Initiates collaboration with others and spontaneously assists others in the delivery of their work
- Contributes positively to the team
- Asks for help identifying and achieving own and shared goals
- Displays a positive attitude in the face of ambiguity and change
- Organises the use of resources to meet expectations and identifies difficulties
- Shares all relevant information with others and seeks others' input

Building relationships

- Listens actively, considers people's concerns and adjusts own behaviour in a helpful manner
- Responds to and anticipates others' needs in a timely, professional, helpful and courteous manner, regardless of others' attitude
- Strives to consistently meet service standards
- Is attentive when doing projects and assignments, or when interacting with people from different backgrounds
- Maintains continuous, open and consistent communication with others

Planning for the future

- Takes advantage of learning opportunities provided (e.g. courses, feedback from supervisor or peers) to meet requirements of current job
- Fosters two-way trust in dealing with contacts (e.g. maintains confidentiality regarding sensitive information)

THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment.