|  |  |
| --- | --- |
| Trinity Academy St Edward’sJob Description | Chart  Description automatically generated |
| Job Title:  | Cleaning Assistant / Midday Supervisor |  |
| Job Scale:  | Scale 1a (Cleaning Assistant) (Point 1)Scale 1b (Midday Supervisor) (Point 2) |  |
| The post holder will undertake two distinct and defined roles of a Cleaning Assistant and Midday Supervisor. Hours for each role are identified in the contract of employment. |

**ROLE 1 – CLEANING ASSISTANT**

**BASIC JOB PURPOSE**

* To support, undertake, and carry out efficient cleaning of the building and the site.
* To support in caring for the premises and its furniture, fittings and equipment, to ensure the physical environment of the premises and grounds is satisfactory for learning.
* To carry out certain technical and administrative duties to ensure smooth and safe running of the building and site.
* To undertake, and carry out, certain cleaning work to a high standard to ensure the smooth and safe running of the building and site.

**This role will involve manual labour, including moving furniture, fittings and cleaning equipment. Full Health and Safety training will be given.**

|  |  |
| --- | --- |
| **Reporting to:**  | Premises Manager |
| **Responsible for:** | n/a |

**MAIN RESPONSIBILITIES**

|  |  |
| --- | --- |
| **1** | To support the Premises team to maintain the buildings and amenities of the academy, carrying out all cleaning, as directed; ensuring that specified standards are achieved. |
| **2** | Carry out internal and external cleaning as directed, including where applicable, grounds and outdoor areas, toilets, internal glass, walls, removal of graffiti, and undertaking defined holiday cleaning duties. |
| **3** | To work in areas, as directed by the Cleaning Supervisor / Premises Manager |
| **4** | To maintain and regularly monitor Health and Safety standards, reporting any failures to comply with the Academy’s statutory obligations in this area and ensure that all work on site meets Health and Safety Regulations.  |
| **5** | Report to the Cleaning Supervisor / Premises Manager any deficiencies in the cleaning service or cleaning equipment. |
| **6** | Refill cleaning supplies, such as; toilet paper, soap, sanitary requirements, hand towels and other drying facilities. |
| **7** | Responsibility for maintaining constant awareness of the physical condition of the building, furniture and equipment, and where appropriate report facilities in need of repair. |

**ROLE 2 – MIDDAY SUPERVISOR**

**BASIC JOB PURPOSE**

* To supervise students during their lunch break.
* To ensure the Health and Safety of students during their lunch break.
* To work as part of a team to ensure that all students are supervised across all areas of the Academy.

|  |  |
| --- | --- |
|  **Reporting to:**    | Catering Manager |
| **Responsible for:**   | n/a  |

**MAIN RESPONSIBILITIES**

|  |  |
| --- | --- |
| **1**  | To supervise pupils and to ensure that the Academy premises and grounds are supervised in a safe, reasonable manner.  |
| **2**  | To supervise all areas of the Academy, as directed.  This includes outside areas, dining room and queuing areas.  |
| **3**  | To ensure adequate control is kept when pupils are queuing.   |
| **4**  | To maintain good student behaviour, ensuring they respect Academy property and staff.   |
| **5**  | To ensure that students clear dining tables, stack crockery etc.   |
| **6**  | To ensure Health and Safety of students and staff during periods of duty.   |
| **7**  | To report any incidents of concern, including poor behaviour, incidents of bullying and any injuries.   |
| **8**  | To react calmly and responsibly when dealing with challenging situations.   |
| **9**  | To react calmly and responsibly in emergency situations.   |
| **10**  | To supervise students back into lessons at the end of their lunch break, ensuring that the outside areas are clear of students and their possessions.  |
| **11**  | To engage in organised play activities and actively engage with the children whilst outside.   |
|  |  |
| Other specific duties: |
| * To continue personal professional development as required.
* To uphold and promote the academy’s Christian vision.
* Attend staff and other meetings and participate in staff training and development events as required.
* To actively engage in the performance review process.
 |
| * All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee’s current salary.
* To work in the best interests of the Academy, students, parents and staff.
* To adhere to the Academy’s policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety.
* To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.  |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Holder Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Holder Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date |

|  |
| --- |
| **PERSON SPECIFICATION** |
| **Job Title: Cleaner / Midday Supervisor** |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience** | * basic numeracy and literacy skills
* cleaning or site maintenance experience
* experience in a cleaning role (paid or unpaid)
* Experience of supervising students, or young people
* Experience of interacting with young people between the ages of 11 - 16
 | * Relevant experience of a learning environment
* Current First Aid Certificate
 |
| **Knowledge & Understanding** | * understanding of safety and security
* knowledge of Health and Safety processes and procedures
* A good understanding of good quality childcare
* Understanding of behaviours not conducive to learning and able to deal with a variety of situations
 | * understanding of Safeguarding and Child Protection issues
* Knowledge of first aid
 |
| **Skills & Abilities** | * work as an effective team member and apply given instructions
* able to apply written and verbal instructions to equipment
* practical cleaning skills
* able to organise, plan and complete tasks
* able to work as part of a team
* high personal standards and able to provide a role model for students and staff
* seek support and advice when necessary
 | * willingness to develop own understanding through advice and training
 |
| **Personal Qualities** | * enjoyment in working with young people and families
* an excellent record of attendance and punctuality
* prioritise and manage own time effectively
 | * reliability, integrity and stamina
* respect confidentiality
 |