

Job Description



This job description may be amended from time to time dependent on job requirements and Service provision.

Section A

Post Title: Cleaning Assistant

Location: St Ninian's Primary School

Reports to post (Title): Douglas Barrie

Service: Facilities Management

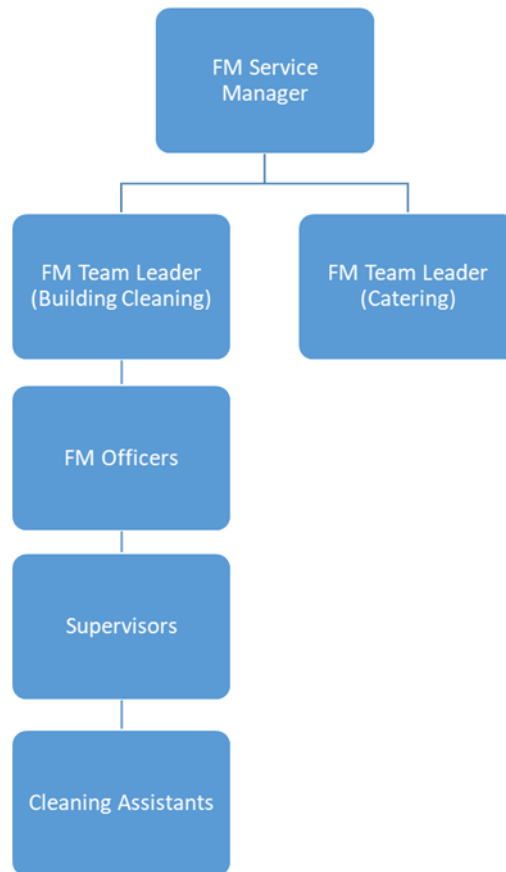
Grade: 1

Date: 24.06.22

Section B

Organisational Relationship

Insert pic of structure



Section C

Principal Purpose and Objectives

This section lists the main (headline) responsibilities/accountabilities of the job.

- Personal protective work wear will be issued and must be worn at all times while at work
- Use of mechanical and non-mechanical equipment
- Training will be provided by our in-House Training Programme

Section D

Main Duties and Responsibilities

This section provides detail of the main responsibilities/accountabilities. Individual tasks may be included. Note these are illustrative only and are not exhaustive.

To assist in the provision of a high specification of cleaning in line with service standards.

Cleaning Tasks

1. Key holding (as appropriate) for access and egress for cleaning staff.
2. To clean allocated areas to the required standard as delegated by the line manager, this will include floor scrubbing, vacuuming, dusting, mopping and toilet cleaning.
3. Checking equipment and reporting any faults to line manager.
4. Be responsible for Health and Safety of themselves and others.
5. (Where appropriate) to participate in the annual major clean in educational premises.
6. Use of mechanical and non-mechanical equipment to clean floors as applicable.
7. Ensure that the premises are correctly secured in line with each individual buildings security arrangements and reporting of any damage to the client.
8. To replenish hygiene consumables as provided by customer as required
9. Highlight to line manager any building cleaning and staffing issues (where applicable)
10. Any other reasonable and appropriate duties.

Health and Safety

1. To ensure that all duties and activities are undertaken in a safe manner with due regard to health and safety of self and others.
2. To report all health and safety issues to the Facilities Officer immediately.
3. To ensure that the appropriate caution signs are displayed while working in the premises and to display when floors are wet.

Section E

Responsibility for Physical Assets, Data and Finance

This section details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data**, e.g. computers, record keeping, **finance** e.g. budget holding/monitoring/cash handling.

Use of a council vehicle
Stock of cleaning materials
Key holding responsibilities (If required)

Section F

Communications Skills

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact, and explains the nature of the communication and level of skill required by the post holder.

Internal: Cleaning Assistants, Line Management, Team Leaders, Building Cleaning Supervisor, Facilities Management Officer, Service Manager and other Council staff

External: Customers, Members of the public

Section G

Mental Skills

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

- Work as part of a small team or as an individual (where appropriate)
- Reasonable general fitness
- Flexible approach to team working
- The ability to work unsupervised
- The ability to provide flexible cover for any premises as and when required
- Prepared to undertake training and development

Section H

Working Environment and Physical Effort

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions, plus any specific physical effort. Any need for out of hours working will be noted.

- Flexibility to meet changes in service delivery.

Section I

Knowledge and Skills

This section details the knowledge and skills including any qualifications, specific training or experience required.

Essential Criteria:

Cleaning experience is not essential but desirable
The ability to provide a constant high output of work with or without supervision
Work on own initiative
Good communication skills
Good level of physical fitness
Customer focussed
Health and Safety awareness

Desirable Criteria:

Cleaning Training Certificate
Knowledge of Health and Safety
Cleaning expertise
Experience in Customer Care

