

Job Outline and Person Specification

Position Title	Cleaning Assistant
Location	Tavistock College
Reporting to	Premises Manager
Hours	15:15 to 17:15 Monday to Friday, 42 weeks per year
Grade / Salary	A6 £8.50 per hour
Organisation	The Dartmoor Multi Academy Trust

There are 16 schools within The Dartmoor Multi Academy Trust. You may be required to work across all the schools within The Dartmoor Multi-Academy Trust at any time as directed by the Executive Team.

Job Purpose

The main purpose of the job is to clean the college at the end of the day.

Main Responsibilities – Cleaning of Skills Centre

- To undertake the cleaning of designated areas within the premises to ensure that they are kept in a clean and hygienic condition.
- Duties will include cleaning, mopping, washing, sweeping, vacuum cleaning, buffing, emptying of litter bins, polishing and dusting of designated areas, which may include toilets, shower areas, fixtures and fittings, using where appropriate powered equipment.
Duties may vary between term and closure periods.
- To follow Health and Safety guidelines, report faulty machinery and equipment to the cleaning supervisor.
- To attend training sessions where requested and comply with the Safeguarding requirements of the college.
- To be aware of and adhere to the security needs of the premises.
- To complete all forms as requested by management.
- Report shortfall in stock requirements to cleaner in charge.

Person Specification

Category	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Good numeracy and literacy skills. • Willingness to undertake induction training. • Willingness to participate in on-going training. 	
Experience	<ul style="list-style-type: none"> • Proven experience of commercial cleaning • Manual handling • Customer focused environment 	
Knowledge	<ul style="list-style-type: none"> • Working knowledge of Health and Safety procedures and regulations • Willingness to develop knowledge of ICT and other 	

	specialist equipment resources.	
Skills/Abilities	<ul style="list-style-type: none"> • Flexible approach to working hours. • Ability to be a lone worker. • Ability to demonstrate a practical approach to problem solving. • Ability to communicate well with people of all ages and backgrounds . • Highly motivated and enthusiastic. • Ability to respond calmly to emergencies. • Attentive to detail. • Ability to demonstrate and promote good practice in line with the ethos of the college. 	
Work Circumstances	<ul style="list-style-type: none"> • Willingness to participate in development and training opportunities. 	

The above outlines the duties required for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time, which do not change the general character of the job or the level of responsibility entailed.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure Barring Service (DBS) and expects all staff and volunteers to share this commitment.