



TOWN CLOSE SCHOOL

NORWICH'S FINEST PREP SCHOOL • FOR GIRLS & BOYS • 3-13 YEARS

At Town Close we value our individual pupils and staff for the breadth and variety of their talents. Our core values are effort, commitment, respect for others, thoughtfulness, and consideration.

JOB DESCRIPTION

TITLE OF POST: CLEANING ASSISTANT

ACCOUNTABLE TO: ASSISTANT BURSAR (ESTATES)

ROLE PURPOSE:

To work as part of a team to maintain a high standard of cleanliness and hygiene within the School.

A. MAIN DUTIES AND RESPONSIBILITIES

1. To undertake various tasks associated with the daily and weekly cleaning schedules in all areas of the school premises.
2. Suction cleaning and dust control mop sweeping.
3. Damp and wet mopping.
4. Spray cleaning and buffing.
5. Carpet shampooing and stain removal.
6. Recognise, report and where possible remove any actual or potential dangers or hazards.
7. Identify and immediately report any faults in machinery and equipment, accidents or near misses.
8. Use the correct cleaning materials and dilution rates of cleaning fluids as taught by the Assistant Bursar (Estates).
9. Store equipment safely after use.
10. Maintain safe handling of all cleaning products.
11. Comply with health and safety regulations.
12. Ensure all stock is stored correctly, replenished and used on a rotational basis.
13. Undertake any other reasonable duties as required by the Assistant Bursar (Estates).

B. GENERAL RESPONSIBILITIES

- To be flexible and prepared to undertake other duties as appropriate to the grade and skills of the post holder in order to maintain the efficient running of the school.
- To be competent with and use any relevant computer systems as required for the duties of the post.
- The post-holder will attend relevant training as identified by the Assistant Bursar to meet the requirements of the School. It is expected that the knowledge and skills acquired from attendance at such training will be shared and applied within the team as appropriate.
- The post holder is expected to comply with the statutory provisions of health and safety at work legislation and school policy and always to work in a safe manner and not to put self or others at risk.
- It is a requirement that all employees of the School maintain confidentiality of information acquired in the course of undertaking their duties here.
- To comply with the School's Core Values.

July 2023

PERSON SPECIFICATION – Cleaning Assistant

	ESSENTIAL	DESIRABLE	Assessed From:
Qualifications		Basic cleaning services qualification.	Application
Experience		Similar experience.	Application Interview/ References
Knowledge and Skills	<p>Good communication/customer service skills.</p> <p>High standards of cleanliness.</p> <p>Skilled at balancing conflicting demands.</p> <p>Physical capability to meet the requirements of the role.</p>	Some knowledge of health and safety.	Application/ Interview/ References

	ESSENTIAL	DESIRABLE	Assessed From:
Disposition and attributes	<p>Trustworthy and responsible – able to respond to safeguarding needs of children and young people and raise any safeguarding concerns.</p> <p>Able to work effectively and conscientiously on own initiative and within a team.</p> <p>Committed to safe working.</p> <p>Sees tasks through to completion.</p> <p>High standards of personal and professional integrity.</p> <p>Cheerful and positive disposition.</p> <p>Meticulous with high standards of attention to detail.</p> <p>Discreet and confidential.</p> <p>Flexible and adaptable, able to multitask under pressure.</p>		Interview References