



SEDBERGH  
SCHOOL  
FOUNDED 1525

## CLEANING ASSISTANT JOB DESCRIPTION

**Job Title:** CLEANING ASSISTANT

**Responsible to:** Cleaning Manager

**Main Purpose:** Cleaning school buildings

### **Roles and Responsibilities:**

The role of the Cleaning Assistant is to clean and maintain tidiness in all designated areas, as allocated by the Cleaning Supervisor, including periodic deep cleaning as specified.

The purpose of this job description is to indicate the general level of responsibility. The duties of the Cleaning Assistant will be varied and this job description is not intended to cover every area of responsibility. It is anticipated that the scope of the work may vary from time to time, but it will include the following.

### **Duties**

#### **1. Cleaning**

- Carry out all cleaning within allocated areas as directed by the Cleaning Supervisor.
- Within allocated areas, clean all furniture, fittings, equipment and carpeting with appropriate cleaning products and in accordance with COSHH Regulations.
- If requested to do so by the Cleaning Supervisor, cover other housekeeping duties within the place of work.
- Ensure that all cleaning equipment is kept clean and in working order.
- Ensure that the stock of cleaning materials is maintained.
- Ensure that in-house laundry is washed and dried, and that all laundry is returned to its designated area in a timely manner.
- Be prepared to undertake deep cleaning duties as and when requested to do so.

#### **2. Health & Safety**

- Adhere to COSHH Regulations in all areas of work within the School.
- Comply with legislation and follow rules and regulations laid down in the School's Hygiene, Health & Safety Policy.
- Attend any training that is offered by the School in relation to health & safety, relevant legislation and relevant School policies.
- Wear safety shoes (if supplied) at all times whilst at work.
- Report any potential hazards in the work area to the Cleaning Supervisor.

- Ensure that all equipment and materials are locked in the cleaning cupboard when not in use, so that there is no chemical or mechanical hazard to pupils, and return the cupboard key to the appropriate location after use.

### **3. Maintenance**

- Immediately report any faults, breakages and potentially unsafe equipment or furniture to the Cleaning Supervisor.

### **4. Mobility**

- Be willing to work at a different location if requested to do so, in order to ensure that the staffing needs of the School are met.

### **5. General**

- Be willing to carry out any reasonable duties as and when requested to do so by Cleaning Supervisor.
- Maintain a professional image by being polite, helpful and courteous at all times.
- Wear any uniform that may be provided by the School, to maintain tidy and clean appearance at all times.

#### **Health and Safety:**

All staff should be aware of the school's health and safety policy and implement it as appropriate.

#### **Safeguarding:**

All staff employed by Sedbergh School are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.

**These roles and responsibilities provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the level of this post.**

***Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.***

***Registered Charity No 1080672***