



Job Description

Job Title: Cleaning Assistant

Reporting to: Facilities Manager/ Cleaning Supervisor

Grade I Scale Point 7-11

Overall Purpose of the post

To provide cleaning services either as an individual or as part of a team, to ensure a safe and hygienic environment for all Academy users.

Main Duties & Responsibilities:

- To carry out cleaning duties as directed by the Facilities Manager or Cleaning Supervisor
- General dusting of furniture and fittings
- Cleaning of sanitary fittings
- Damp and wet mopping
- Vacuuming carpets
- Polishing floors using electrical scrubbing machines
- Scrubbing floors using electrical scrubbing machines
- Cleaning internal glass
- Be responsible for the care, safety and cleanliness of equipment used and for the safe use and storage of all cleaning materials.
- Participate actively in the Academy's staff development activities that support personal development and fulfil the corporate objectives of the Academy.
- Undertake any other relevant duties as directed by the Facilities Manager or Cleaning Supervisor

Special Features

- No formal training required on the job training will be given over a period of 2 months

Personal Contacts

External: Contractors, suppliers, parents, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy