

Job Description

**Job Title: Cleaning Assistant**

**Reporting to: Facilities Manager/ Cleaning Supervisor**

**Grade 1 Scale Point 6**

**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
* 3 month probationary period

**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