



## Job Description

**Job Title: Cleaning Assistant**

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

**Grade I 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

### **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