

## **General Assistant / Cleaner**

## **Candidate Information Brief**

## **Job Description: General Assistant / Cleaner**

**Reports to:** Site Manager  
**Start Date:** ASAP  
**Salary:** B-£9.25 per hour

### **The Role**

The Mead Academy Trust has 3 schools; The Mead Community Primary School, a highly successful primary school, operating on two sites at Hilperton and Wingfield; Castle Mead School, and River Mead School in Melksham.

We are seeking to appoint a General Assistant / Cleaner to support both The Mead sites as part of our Housekeeping Team. For the successful candidate, this exciting development offers the opportunity to be part of a high functioning team. The role will involve cleaning all areas of the schools, together with practical premises maintenance and small gardening tasks. It would be advantageous if the post holder had some flexibility to work additional hours, if need be. Access to own vehicle is desirable.

### **Qualification Criteria**

- Certificate in First Aid or willingness to train
- COSHH awareness

### **Duties and Responsibilities**

- Cleaning, washing & sweeping
- Emptying litter bins
- Polishing and dusting
- Using powered equipment (eg. vacuum cleaners, polishers) where appropriate
- To detect and report premises defects. To support the Premises Manager in undertaking repairs allowing for priorities, paying particular attention to Health & Safety
- To undertake any necessary action in event of bad weather or emergency (eg putting down salt and clearing paths in winter)
- Any other duties which reasonably fall within the role of the postholder

### **NOTE:**

Designated areas include toilets and showers  
Duties will vary between term-time and closure periods. You will be required to work on Inset Days and some occasional deep cleaning may be required in holiday periods by negotiation.

All duties must be carried out within the codes of practice of the School Health & Safety Policy

### **Personal Characteristics**

- Demonstrate high standards of personal organisation
- Be able to follow direction and use initiative
- Relishes accountability and takes personal responsibility for own actions
- Able to build trust and mutual respect between pupils, families and staff
- The ability to work flexibly and be a real team player
- A good health record
- An energetic, adaptable, reliable and friendly personality with a willingness to 'muck in'

### **Safeguarding**

- Values and respects the views and needs of children.
- Has up to date knowledge of relevant legislation and guidance in relation to working with, and protection of children.
- Displays commitment to protection and safeguarding the welfare of children
- Demonstrates commitment to CPD in relation to safeguarding/child protection.

The Mead Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service check before appointment is confirmed.

For further details and an application form please visit our website (<https://themead.wilts.sch.uk/about-us/vacancies/>) to download an application pack. Please send your completed application and covering letter to Mrs Helen Goodall via email to [admin@themead.wilts.sch.uk](mailto:admin@themead.wilts.sch.uk).

**Closing Date:** 9:00am Thursday 29<sup>th</sup> October 2020

**Interview Date:** TBC