

ST JOSEPH'S SPECIALIST TRUST

Job Profile

Estates & Facilities General Assistant (Cleaning)

Name:

Date:

Job Context: St. Joseph's Specialist Trust is a specialist school and college, registered children's home and adult supported living houses (together "St Joseph's" / the "Trust") with approximately seventy students tenants. It has a staff of around 250.

This job profile recognises the requirements of the Trust's current Pay Policy and reflects the vision, aims and policies established by the Trustees.

Title: Estates & Facilities General Assistant (Cleaning)

Job Purpose: The General Assistant (Cleaning) works as part of the multifunctional Estates & Facilities Team, looking after our site and buildings, ensuring that they are safe, clean, well maintained and operate in the most efficient and effective way.

**Accountable to:
(for management)** Cleaning and Domestic Manager or Deputy Director of Estates & Facilities

Due to the nature of our environment (23 acre site) and the challenges posed by your duties and our students, physical and mental resilience is required.

Every member of staff is required to complete Team Teach* positive behaviour support training before employment begins and refresher training periodically thereafter.

Main Responsibilities

1. The General Assistant (Cleaning) will undertake a range of practical tasks to ensure that our site and buildings are safe, clean and well maintained.
2. Daily and periodic cleaning tasks as directed by the Domestic Supervisor and in accordance with cleaning specifications and schedules. Cleaning a range of spaces, which include offices, classrooms, washrooms, and residential houses.
3. Other cleaning related tasks include the replenishment of consumables and cleaning materials and the safe handling and storage of cleaning chemicals.
4. Responding to incidents and spillages where cleaning is needed.
5. Deep cleaning tasks in accordance with cleaning specifications and schedules.
6. Laundry tasks as directed.
7. Waste and recycling tasks include emptying bins and processing waste ready for collection.
8. Assist the other estates & facilities teams as directed with practical tasks.
9. Carry out routine health & safety checks as directed.
10. Other estates and facilities related practical tasks.

This job profile is drawn up in the light of the following statement:

'The role of Estates & Facilities General Assistant (Cleaning) is much valued within St Joseph's Specialist Trust'

"St Joseph's Specialist Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment".

Signature:
Estates & Facilities General Assistant (Cleaning) **Executive Principal**

Date: