

WISE Academies Trust
JOB DESCRIPTION

Post Title: Table Duty Assistant/Cleaner		
Salary SCP: 1-2	Academy:	
Responsible to: Caretaker	Date: 11/09/2020	
Job Purpose: To ensure tables are erected in time for school meals to be served and cleaned and dismantled		
Resources:	Staff	None.
	Finance	None.
	Physical	Tables and cleaning equipment
	Clients	Pupils and other school staff such as teachers and lunchtime supervisors
<p>Duties and key result areas: carried out in accordance with the specification for Building Cleaning Services and the Cleaning Operations Manual, individually or as part of a team, these include, but are not restricted to:-</p> <ol style="list-style-type: none"> 1. Erect tables in school dining hall. 2. Give out water to children. 3. Dismantle tables once cleaned. 4. Move dismantled tables and forms to storage area. 5. General cleaning tasks as directed. 6. Empty litter bins and remove rubbish. 7. Safe use of cleaning equipment. 8. Ensure compliance with Health and Safety legislation and Trust policies in all aspects but especially when using materials, tools and equipment. 9. Attend training sessions as and when required. 10. May be required to cover other sites and duties appropriate to the nature, level and grade of the post. <p>This academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.</p>		

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PERSON SPECIFICATION

Post Title: Table Duty Assistant	Academy:	
Essential	Desirable	Assess by
Knowledge and Qualifications		
No experience necessary.		
Experience		
No experience necessary.		
Skills and competencies		
Ability to communicate effectively with both children and adults. Ability to act on own initiative as required. To comply with all school policies such as health and safety.		
Physical, mental and emotional demands		
Ability to lift and carry items of moderate weight. Ability to maintain awareness of surroundings and safe working methods.		
Other		
Willingness to participate in any relevant training and development.		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits