

## Job Description & Person Specification

<b>JOB TITLE</b>	Attendant – Corridors and Toilets
<b>RESPONSIBLE TO</b>	Cleaning Manager
<b>SUPERVISES</b>	N/A
<b>GRADE</b>	Grade 1 (9.15am to 3pm daily, 25 hours and 15 minutes per week), 38 weeks per year

### Main purpose

To ensure that toilets and building is cleaned to a high standard providing a professional and reliable cleaning service and standards, health and safety requirements. Securing building during the school hours locking down corridor spaces, stairwells, etc.

### Duties and responsibilities

- To supervise pupils in both toilet areas, ensuring they have a pass during class hours.
- To keep records of all pupils using the facilities during lesson time using electronic system
- To monitor student welfare, passing on any concerns to the relevant members of the safeguarding team.
- To radio pastoral and reset team with issues with student non-compliance and follow behaviour policy systems following up with emails when necessary
- To implement and maintain an effective toilet cleaning, supervision and inspection regime to ensure proper standards of provision and cleanliness, throughout the school day.
- To clean all areas throughout the day:
  - toilets (including seats / flush handle / interior and exterior of the pan)
  - wash hand sinks (including taps, plugs)
  - mirrors, windows, tiles, walls, floors and doors
  - bins
- To ensure pupils respect the facilities and follow the Behaviour Policy:
  - no smoking/vaping
  - flush toilets
  - wash hands
  - use bins provided
  - report through the relevant systems/team non-compliance or other behaviour issues
- To report faults of equipment as soon as possible to Line Manager
- To reset all magnetic locks on corridors, stairwells and toilet blocks throughout the day – before school, lesson changeover, after break and lunchtime and at the end of the school day
- Clean stairwells and corridor areas during mag locking routines.
- To radio pastoral and reset team with issues with student non-compliance and follow behaviour policy systems
- Assist with routines before and after break and lunch in the dining areas
- To ensure that all activities undertaken are done so safely and to report any unsafe practices or conditions identified as soon as possible to a line manager

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- To respond to First Aid requests on rota basis with other First Aiders
- To take responsibility of one's own training needs and to attend relevant external courses as necessary.
- To actively safeguard and promote the welfare of children at all times.
- Clean and reclaim all re-usable science apparatus after use to enable it to be used again in science experiments and minimise cost replacements

### Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents

### Professional development

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

### Other areas of responsibility

#### Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

The post holder will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the HLTA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

### Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Basic level of education, including literacy, numeracy and basic computer skills</li> <li>• First-aid training, or willingness to complete it</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• The ability to perform general cleaning duties, use cleaning equipment and assess cleaning requirements of the building</li> <li>• To work well in a team, but also alone; carry out verbal and written instruction</li> <li>• To ensure that all areas are maintained, well-presented and the environment is safe and clean</li> <li>• Ability to work flexibly to ensure the needs of the business are met</li> </ul>

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CRITERIA	QUALITIES
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge/understanding of Health &amp; Safety issues. Understand COSHH regulations and manual handling.</li> <li>• Ability to communicate effectively with staff and students.</li> <li>• Ability to understand and use fire alarm system after training</li> <li>• Knowledge of basic safety and fire procedures.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Ability to deal confidentially, impartially and appropriately with students</li> <li>• Patience, tolerance and sensitivity and ability to defuse situations</li> <li>• Tact and diplomacy for dealing with students</li> <li>• Exemplary attendance and punctuality</li> <li>• Commitment to the highest standards of child protection and safeguarding of our students</li> <li>• Recognition of the importance of personal responsibility for Health and Safety</li> <li>• Commitment to the school's ethos, aims and its whole community</li> </ul>