

Name		Alec Reed Academy
Post No.		
Date drafted	June 2014	
Date reviewed		

Job Description



**ALEC REED
ACADEMY**
PROUD TO LEARN

The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the ARA.

It is not intended to be a comprehensive listing of every task that a ARA employee might be called upon to undertake.

Neither is it a legal document, although it may be referred to in Contracts of Employment.

MANAGEMENT DETAILS

Job Title	Hygiene Services Assistant
Location/work base	Alec Reed Academy
Grade	
Reporting to:	The Governing Body through the Principal
Line Manager	Director of Finance & Resources Hygiene Services Team Leader
Posts directly supervised:	
Staff or contractors indirectly supervised	

THE MAIN PURPOSE OF THE JOB

The main purpose of the job is to ensure the smooth running of the hygiene service function for the whole of the Academy.

To ensure that the Academy is cleaned to a high standard, and well-presented.

To actively participate in the promotion of Health and Safety awareness and compliance amongst the Hygiene Services team, to provide a safe working environment for all members of the Academy.

SPECIFIC DUTIES AND RESPONSIBILITIES

Key Areas of Responsibility:

- To ensure and maintain a high standard of cleanliness within the Academy and also on the Academy site itself.
- Monitor all areas of building and external grounds in terms of cleanliness, spillages, rubbish, etc.
- Remove all graffiti, chewing gum and any other markings or damages.
- Ensure that the uniform, protective clothing and equipment (PPE) are suitable, readily available for use, and in safe working order.
- To ensure storage areas for equipment and materials are kept well stocked, in good clean order and are not left accessible to general public, students and staff at the Academy.
- Responsible for Health and Safety for the Academy, and self on the basis of procedures provided during COSHH, Legionella and Manual Handling Training.
- Any other reasonable ad hoc works or services required.
- Whilst at work, to take reasonable care for own health & safety and others who may be affected by their work and to co-operate with the governing body and its management to enable them to maintain a safe and healthy work place.