

SCHOOL CLEANER

JOB FAMILY ROLE PROFILE LEVEL - OP1 POST GROUP NUMBER – PG4040

Under the direction and instruction of senior staff: provide a clean and hygienic school environment which meets specified cleaning standards

TASKS – OPERATIONAL

Cleaning

- Clean all surfaces, fixtures and fittings
- Clean floors, walls, partitions and internal woodwork as appropriate
- Clean toilets, changing rooms and other sanitary areas
- Clean equipment after use
- Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises

Waste

- Collect and bag up waste
- Clean and maintain waste bins

TASKS – RESOURCES

- Ensure the maintenance of a clean and orderly working environment
- Timely & accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping if required
- Refill and replace consumables
- Report faulty equipment & other maintenance requirements to appropriate person
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate

TASKS – ORGANISATION

- Maintain and arrange orderly and secure storage of supplies
- Ensure cleanliness of equipment, check for quality and safety - reporting any faults to an appropriate senior person
- Operate everyday equipment in accordance with instructions
- Maintain specialist equipment, check for quality and safety and report damage to the appropriate Person

- Ensure compliance by self and others with all health and safety policies and procedures.
- Ensure safe use by self and others of equipment and materials.
- Create and maintain a purposeful, orderly and productive working environment
- Promote and ensure the health and safety of pupils, staff and visitors

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of school users at all times

Experience	<ul style="list-style-type: none"> • General cleaning work
Qualifications/ Training	<ul style="list-style-type: none"> • Cleaning and support services N/SVQ Level 1 OR equivalent experience or equivalent qualification, or willingness to train to achieve these
Knowledge/Skills	<ul style="list-style-type: none"> • Willingness to use relevant equipment • Ability to relate well to children and adults • Basic first aid knowledge as appropriate • Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards • Willingness to gain knowledge of health and safety procedures and precautions • Willingness to gain awareness of COSHH regulations • Willingness to gain awareness of health and hygiene procedures • Willingness to participate in development and training opportunities • Ability to work on own or as part of a team