

School Cleaner

Grade 2

Job Description

Overview

Under the direction of Site Manager, School Business Manager, Senior Administrator or Headteacher the post holder is responsible for ensuring the school buildings are maintained in a clean and safe condition for use to the standard required. No supervisory responsibilities.

All duties are carried out within recognised procedures or guidelines. There will be some need to interpret information or situations and to resolve straightforward problems.

The level description gives an overview of the level of competence required to carry out work at this level. Each school is organised differently, and the range of duties carried out at this level will be different in each school. Some jobs may carry out a diverse range of duties whilst others may be engaged on a narrower range of tasks.

The next section of this benchmark job description will give examples of the types of work that may be carried out at this level. This list is not exhaustive and is intended to give a flavour to help schools to assimilate jobs to the appropriate level.

Duties

Security

- Ensure premises are locked / unlocked and secure.
- Operation of alarms.
- Ensure lights are turned off and windows are closed.
- Ensure fire doors are operational and test alarms.

Cleaning

- General cleaning duties as directed and to specification.
- Keep playground and paths clean and litter free as directed.
- Undertake cleaning and maintenance during school closures in accordance with specification. **Caretaking**
- Portering and basic handyman duties.
- Replenish consumables.
- Swimming pool maintenance if required.
- Ensure health and safety regulations are complied with.

In addition, all cleaning duties must be carried out in accordance with health and safety procedures, as follows:

- Wearing personal protective equipment and clothing e.g. goggles when mixing chemicals and water, dust masks when cleaning pottery rooms, rubber gloves
- Correct use of colour coded equipment and consumables e.g. cloths, gloves to prevent cross contamination
- Safe care and correct use of cleaning chemicals
- Use of 'dirty kit' in disposing of bodily fluids
- In the event of an accident, refer to COSHH data sheet for guidance

The duties and responsibilities of any post may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate the exiting level of responsibility vested in the post.

Criteria	Person Profile	Essential	Desirable
Technical or specialist	Broad knowledge of basic DIY/equipment and straightforward repairs.	✓	
	Knowledge of Health and Safety (COSHH/manual handling/disposal of bodily waste/chemical safety/ machine competence)	✓	
	Knowledge of industrial cleaning products and the relevant health and safety guidelines		✓
Literacy and numeracy	Ability to read and record written information such as meter readings etc	✓	
Organisational	Knowledge of health and safety policies and procedures, e.g. manual handling		✓
Physical Skills	Hand /eye co-ordination needed to undertake basic DIY and cleaning tasks.	✓	
Mental skills	Ability to recognise straightforward problems, resolve or report.	✓	
	Identifying areas of improvement within the site and contributing to changes in working practice.	✓	
Interpersonal & communication	Keep up to date written records.	✓	
	Ability to communicate clearly.	✓	
Level of autonomy	The work is covered by guidelines and procedures	✓	
	The post holder will have regular contact with line manager	✓	