



Generic School Cleaner Role Profile and Person Specification

April 2014

Role Profile

Job Title:	School Cleaner
Location:	Tudor Academy
Grade Range:	Scale 1 Point 6
Hours:	12.5 hours per week
Reports to:	Premises Officer

Role Purpose and Role Dimensions:

Undertake, normally as part of a team, the cleaning of designated areas within school premises to ensure that they are kept in a clean and hygienic condition. This will be by following a cleaning rota (under a separate cover) which daily, weekly and termly achieved components

Commitment to Diversity:

As a member of the School Cleansing Team to take individual and collective professional responsibility for championing the school's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Key Internal Contacts:

- Premises Officer
- Head teacher
- Office Manager
- Other cleaners
- Other School staff

Key Areas for Decision Making:

- Follow the cleaning rota in an effective manner.
- Selecting suitable cleaning materials and methods dependent on the surface/object being cleaned.
- Reporting to management, any item that is not covered adequately by the cleaning rota.
- Deciding when to move or not to move paperwork when cleaning classrooms, offices and staff rooms.

Other Considerations:

Ensure a clean, healthy environment for pupils and staff.

Key Accountabilities and Result Areas:

Following the Cleaning rota

Key Elements:

This will involve:

- Carrying out duties which include: cleaning, washing, sweeping, vacuum cleaning, emptying litter bins, polishing and dusting of designated areas (which may include toilets and shower areas) and fixtures and fittings, using where appropriate powered equipment.
- The cleaning rota may vary between term-time and school closure periods.
- Reporting hazards, such as fire hazards, blockages, etc.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

Green Statement

This will involve:

- Seek opportunities for contributing to sustainable development of the borough, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Data Protection

This will involve:

- To be aware of the Trust's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

Confidentiality

This will involve:

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employee's access to and use of the Trust's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities

This will involve:

- The Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Health and Safety

This will involve:

- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the Cleansing Team

This will involve:

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the school
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on school policies and interventions

Person Specification

Job Title:

Generic School Cleaner

Essential knowledge:

To communicate clearly and be able to understand written and verbal instructions.

Essential skills and abilities:

Understanding of the basic principles of health & safety in a school environment including COSHE.

Ability to carry out the work under minimal supervision.

Ability to adhere to working procedures and policies within the school environment.

Ability to operate as part of a team or individually.

Ability to perform the physical tasks required by the post, including lifting, carrying and pushing waste bins, cleaning trolleys and vacuum cleaners.

Ability to move chairs, desks and other school furniture in order to undertake cleaning duties.

Ability to fulfil their cleaning rota within the required time period to the quality standard expected.

Special conditions:

To be able to adapt the cleaning rota to comply with the service delivery of the school.

Enhanced DBS check required.