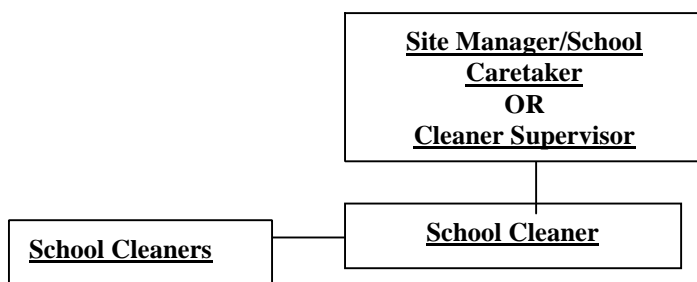


ROLE PROFILE FORM**Section A**

Role profile ref:	02134
Department/Section:	Education – Schools
Role Title:	School Cleaner
Reports To - (Supervisor/manager's role title) :	Caretaker / Site Manager
Role Purpose: (why the role exists)	To ensure that designated areas of the school are kept clean, hygienic and safe to create a suitable environment for staff and pupils.

Section B Organisation**Section C****ROLE REQUIREMENTS**

This involves identifying the most significant responsibilities of the role. Accountability statements are key functions of the role which in combination make up the main purpose.

Accountabilities	Accountability Statements	% of Time
Cleaning	<ul style="list-style-type: none"> Carry out a range of defined cleaning duties within a specific area, in line with agreed procedures and standards. 	80
Maintenance	<ul style="list-style-type: none"> Maintain observation on maintenance requirements and report any deficiencies to Caretaker/ Cleaning Manager. 	5
Health & Safety	<ul style="list-style-type: none"> Carry out risk assessment when moving furniture, ensure chemicals stored appropriately 	5

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Stock management/admin	<ul style="list-style-type: none"> • Notify when stocks low 	5
Security	<ul style="list-style-type: none"> • Maintain observation of security of area of working and report any potential security breach to line manager 	5
Corporate and statutory initiatives - equalities/health and safety/egovernment/sustainability	<ul style="list-style-type: none"> • Awareness of health and safety policy and practice as it applies to the post 	continuous
<u>Section D</u> -The key decision making areas in the role		
Determine cleaning priorities where appropriate, in accordance with the schools cleaning standards.		
Section E - The role dimensions - financial (e.g. budgets) and non-financial (e.g. units, workload, customers/staff)		
<p>Responsible for cleaning a defined area of school.</p> <p>Areas of responsibility/size of cleaning area will vary with school size.</p> <p>Areas/Buildings may be on different levels or sites.</p>		
<u>Section F</u> - The main contacts – external/internal customer contacts and purpose		
<p>Headteacher – Manager; regular contact to discuss work priorities.</p> <p>Caretaker/Site Manager – Supervisory Manager; daily contact regarding priorities and performance/standards.</p> <p>Other staff in the school-Regular: respond to requests for service provision eg cleaning specific areas which are particularly dirty</p>		
Section G - Working conditions – environment, and physical effort or strain.		
<p>Bad weather (i.e. rain, snow) increases the difficulty of the task considerably.</p> <p>Physically demanding – use of heavy equipment (e.g. floor buffers) Stretching to reach difficult/high areas.</p> <p>Exposure to potentially dirty, unpleasant and hazardous areas eg toilets</p>		
<u>Section H</u> - Context/additional information		
<p>Severe recruitment and retention issues.</p> <p>Crucial role; schools may be unable to educate pupils where the school is not cleaned to required standard, school closure could result.</p>		

PROGRESSION IN ROLE

Section I - Entry: Necessary role-related knowledge, skills and experience at selection

Ability to work as part of a team and on own

Section J – Initial induction/training required to become effective in the role

Estimated time to become operationally effective: 1 Week

Introduction to use of cleaning materials and tools.

Tour of school premises.

Health and Safety Issues; including security and COSHH regulations

Awareness of cleaning specification and standards required

Section K – Operationally effective: How would effectiveness in role be demonstrated?

Staff in school are happy with standards of cleanliness (positive feedback to Headteacher)

Section L - Adding value: What characteristics will the advanced role holder demonstrate?

Ensuring that high standards were set and maintained.

Possibility of deputising for the Caretaker/ Assistant Caretaker.