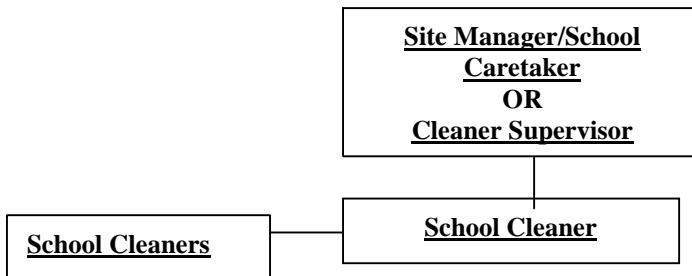


## ROLE PROFILE FORM

Section A

<b>Role profile ref:</b>	02134
<b>Department/Section:</b>	Education – Schools
<b>Role Title:</b>	School Cleaner
<b>Reports To - (Supervisor/manager's role title) :</b>	Caretaker / Site Manager
<b>Role Purpose:</b> (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 OrganisationSection 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
<b>Cleaning</b>	<ul style="list-style-type: none"> <li>• Carry out a range of defined cleaning duties within a specific area, in line with agreed procedures and standards.</li> </ul>	80
<b>Maintenance</b>	<ul style="list-style-type: none"> <li>• Maintain observation on maintenance requirements and report any deficiencies to Caretaker/ Cleaning Manager.</li> </ul>	5
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Carry out risk assessment when moving furniture, ensure chemicals stored appropriately</li> </ul>	5

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<b>Stock management/admin</b>	<ul style="list-style-type: none"> <li>Notify when stocks low</li> </ul>	5
<b>Security</b>	<ul style="list-style-type: none"> <li>Maintain observation of security of area of working and report any potential security breach to line manager</li> </ul>	5
Corporate and statutory initiatives - equalities/health and safety/egovernment/sustainability	<ul style="list-style-type: none"> <li>Awareness of health and safety policy and practice as it applies to the post</li> </ul>	continuous

## **Section D -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)

Responsible for cleaning a defined area of school.

Areas of responsibility/size of cleaning area will vary with school size.

Areas/Buildings may be on different levels or sites.

## Section F - The main contacts – external/internal customer contacts and purpose

Headteacher – Manager; regular contact to discuss work priorities.

Caretaker/Site Manager – Supervisory Manager; daily contact regarding priorities and performance/standards.

Other staff in the school-Regular: respond to requests for service provision eg cleaning specific areas which are particularly dirty

## Section G - Working conditions – environment, and physical effort or strain.

Bad weather (i.e. rain, snow) increases the difficulty of the task considerably.

Physically demanding – use of heavy equipment (e.g. floor buffers) Stretching to reach difficult/high areas.

Exposure to potentially dirty, unpleasant and hazardous areas eg toilets

## Section H - Context/additional information

## Severe recruitment and retention issues.

Crucial role; schools may be unable to educate pupils where the school is not cleaned to required standard, school closure could result.

## PROGRESSION IN ROLE

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### **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.