

**Role Title:** School Cleaner

**Role Profile Form Number:** 02134

**Reports to:** Site Manager

**Role Purpose:** To ensure that designated areas of the school are kept clean, hygienic and safe to create a suitable environment for staff and pupils.

**Staffing Structure:**

Headteacher

Business Manager

Site Manager

School Cleaner

**Accountabilities – Cleaning:**

* Carry out a range of defined cleaning duties within a specific area, in line with agreed procedures and standards.

**Accountabilities – Maintenance:**

* Maintain observation on maintenance requirements and report any deficiencies to Site Manager

**Accountabilities – Stock Management:**

* To notify the Site Manager when stocks are low

**Accountabilities – Security:**

* To maintain observation of security of area of working and report any potential security breach to the Site Manager

**Corporate and statutory initiatives - equalities/health and safety/e-government/ sustainability (5% of time):**

* Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace

**Key Decision Making Areas in the Role:**

* Determine cleaning priorities where appropriate, in accordance with the schools cleaning standards.

**The Role Dimensions:**

* Responsible for cleaning a defined area of school.

**Main Contacts:**

* Site Manager; regular contact to discuss work priorities.
* Site Manager; daily contact regarding priorities and performance/standards.
* Other staff in the school; Regular: respond to requests for service provision e.g. cleaning specific areas which are particularly dirty

**Working Conditions:**

* Bad weather (i.e. rain, snow) increases the difficulty of the task considerably.
* Physically demanding – use of heavy equipment (e.g. hoover, floor buffers)
* Stretching to reach difficult/high areas.
* Exposure to potentially dirty, unpleasant and hazardous areas e.g. toilets

**Role-related knowledge, skills and experience:**

* Ability to work as part of a team and on own
* Use of cleaning materials and tools
* Awareness of health and safety issues; including security and COSHH
* Awareness of cleaning specification and standards required

**Operationally effective: How would effectiveness in role be demonstrated?**

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