


Job Description

	Job Title	School Premises Staff (Cleaner) – Level 2
	School	
	Location	
	Grade	Scale 4
	Reports to	<i>[Insert post name if applicable]</i>
	Staffing Responsibility	<i>[Insert post name if applicable]</i>
	Restricted	No

1. Job Purpose:

(Summary of the overall purpose of the job)

- 1.1 To lead a team, under the instruction/guidance of senior staff, providing a clean and hygienic school environment which meets specified cleaning standards.
- 1.2 To contribute to the overall ethos, work and aims of the school

2. Principal Accountabilities And Responsibilities:

(Indicate the main accountabilities, responsibilities and expected outcomes (8-10 bullets should be sufficient).

- 2.1 Ensure the maintenance of a clean and orderly working environment.
- 2.2 Participate in the maintenance and cleaning of the school and related premises and areas, including:
 - cleaning all surfaces, fixtures and fittings;
 - cleaning floors, walls, partitions and internal woodwork as appropriate;
 - cleaning toilets, changing rooms and other sanitary areas;
 - cleaning kitchen and catering areas;
 - cleaning equipment after use;
 - undertaking special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises;
 - collecting and dispose of waste in appropriate manner; and
 - cleaning and maintaining waste bins.
- 2.3 Prepare and operate routine equipment, resources and materials as set out in instructions, ensure cleanliness of equipment, check for quality and safety, and report any faults to the relevant officer.

- 2.4 Ensure availability to staff of equipment and cleaning supplies, and refill and replace consumables.
- 2.5 Monitor and manage supplies within an agreed budget, cataloguing resources and undertaking audits as required.
- 2.6 Maintain the security of school premises by securing entrances and exits as appropriate and reporting potential security breaches.
- 2.7 Maintain specialist equipment, check for quality and safety, and report other damages and maintenance needs to the appropriate officer.
- 2.8 Ensure lights and other equipment are switched off as appropriate.
- 2.9 Supervise directly assigned staff including:
 - Allocating and organising cleaning routines to comply with specified standards;
 - ensuring cleaning is in accordance with agreed specification;
 - ensuring safe use by self and others of equipment and materials;
 - demonstrating and assisting others in safe and effective use of specialist equipment/materials
 - assisting in the recruitment, training and development of cleaning staff as required.
- 2.10 Liaise with the relevant line manager and attend meetings as required.
- 2.11 Establish constructive relationships and communication with contractors and other agencies and professionals.
- 2.12 Undertake record keeping and monitoring as directed.
- 2.13 Administer and control, in conjunction with the Bursar, appropriate areas of the budget.
- 2.14 Treat all users of the school with courtesy and consideration, and promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health & safety legislation) at all times.
- 2.15 Contribute to the overall ethos, work and aims of the school.
- 2.16 Attend relevant meetings and participate in training and development activities and programmes as required.
- 2.17 Appreciate and support the role of other professionals, and establish constructive relationships and communicate with other agencies and professionals.
- 2.18 Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
 - child protection,
 - health, safety and security,
 - confidentiality, and
 - data protection.
- 2.19 Undertake these duties within agreed departmental, service and school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.