**<SCHOOL /ACADEMY NAME>**

**Insert name of establishment**

**Generic School Cleaner in Charge**

**Role Profile and Person Specification**

**November 2007 (updated August 2019)**

|  |  |
| --- | --- |
| **Job Description** | |
| **Job Title:** | **Generic School Cleaner in Charge** |
| **School /Academy:** | **<please insert here>** |
| **Grade Range:** | **Grade 2 – Scp 3 - 4** |
| **Hours per week:** | **<please insert here>** |
| **Work Pattern:** | **<Term Time Only> <All Year Round> *Delete as appropriate*** |
| **Location:** | **<please insert here>** |
| **Reports to:** | **<please insert here>** |
| **Responsible for:** | **<please insert here>** |
| **Role Purpose and Role Dimensions:** | Monitor and manage the quality of the work undertaken by a small cleansing team, ensuring that the whole school premises are kept in a clean and hygienic condition. This will be done by maintaining a cleaning rota which has daily, weekly and termly 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 External Contacts:** | None |
| **Key Internal Contacts:** | * Caretaker(s)/Site Manager * Head teacher * Cleaners * Staff * Pupils |
| **Financial Dimensions:** | None |
| **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:** |  |

|  |  |
| --- | --- |
| **Key Accountabilities and Result Areas:** | **Key Elements:** |
| **Help maintain and monitor the Cleaning rota** | **This will involve:**   * In conjunction with the Head Teacher, Caretaker / Site Manager and other cleaning staff, design and maintain a cleaning rota for the school premises taking into consideration that certain activities have a sessional nature. * Identify areas of concern within the cleaning duties at the school and make recommendations for their solution. |
| **Supervision & Training** | **This will involve:**   * In conjunction with the Caretaker / Site Manager monitor the quality of work of the cleaning staff within the school. * Assist in the training of new cleaning staff ensuring that standards expected are clearly defined and their area of responsibility can be covered within the time frame of the cleaning rota. |
| **Following the Cleaning rota** | **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. * 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 School/Academy’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:**   * Being aware of the School/Academy’s legal obligations under the Data Protection Act 2018 (the “2018 Act”) and the EU General Data Protection Regulation (“GDPR”) for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply. * Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements. * Treating all information acquired through employment, both formally and informally, in accordance with the Workforce Data Protection Policy. |

|  |  |
| --- | --- |
| **Key Accountabilities and Result Areas:** | **Key Elements:** |
| **Confidentiality** | **This will involve:**   * Treating all information acquired through employment, both formally and informally, in confidence.   There are strict rules and protocols defining employee access to and use of the School/Academy’s databases. Any breach of these rules and protocols will be 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 and Diversity** | The School/Academy 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. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams. |
| **Customer Care** | **This will involve:**   * Able to demonstrate a commitment to the School/Academy’s Customer Care Policy. |
| **Health and Safety** | 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:**   * Participating in training to be able to demonstrate competence. * Participating 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/Academy * Supporting Customer Focus, Best Value and electronic management of processes. * Actively sharing feedback on School policies and interventions |

|  |  |
| --- | --- |
| **P e r s o n S p e c i f i c a t i o n** | |
| **Job Title:** | **Generic School Cleaner in Charge** |
| **Essential knowledge:** | * An understanding of basic health & safety requirements. * How to communicate clearly to all sections of the school community. |
| **Essential skills and abilities:** | * Ability to modify the cleaning rota to meet the needs of the school. * Able to assist in the training and induction of new cleaning staff. * Excellent communication skills together with the ability to communicate fluently in English to fulfil the requirements of the post\* * Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted. * Ability to write simple and clear rotas for cleansing duties. * Understanding of the principles of health & safety in a school environment including COSHH. * 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. * Being able to move chairs, desks and other school furniture in order to undertake cleaning duties. * Able to fulfil their cleaning rota within the required time period to the quality standard expected. |
| **Essential experience:** | * Experience of carrying out basic cleaning tasks. |
| **Special conditions:** | * To be able to adapt the cleaning rota to comply with the service delivery of the school. * Enhanced DBS check. |

\*Further advice on specific points in this role profile can be obtained from your HR provider.