

SCHOOL CLEANER / CLEANER-IN-CHARGE**LEVEL 2**

Under the instruction and guidance of senior staff: lead team to provide clean and hygienic school environment which meets specified cleaning standards

TASKS- OPERATIONAL**Cleaning in accord with the specification for the premises**

- Clean all surfaces, fixtures and fittings
- Clean floors, walls, partitions and internal woodwork as appropriate
- Clean kitchen / catering areas
- Clean toilets, changing rooms and other sanitary areas
- Clean equipment after use
- Undertake special cleaning programmes during school closure or other designed periods

Waste

- Collecting and bag up waste
- Clean and maintain waste bins

KEY ACTIVITIES - RESOURCES

- Create and maintain a purposeful, orderly and productive working environment
- Maintain records as requested
- Ensure availability of equipment and cleaning supplies to staff
- Monitor and manage supplies within an agreed budget, cataloguing resources and undertaking audits as required
- Refill and replace consumables
- Report faulty equipment & other maintenance requirements to appropriate person
- Maintain the security of school premises by securing entrances and exits as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate
- Promote and ensure the health and safety of school users at all times

KEY ACTIVITIES – ORGANISATION & SUPERVISORY

- Monitor and manage stock and supplies, cataloguing as required
- Maintenance of specialist equipment, check for quality/safety, and report other damages/needs
- Assist in the recruitment, training and development of cleaning staff as required
- Supervise other cleaning staff and ensure cleaning is in accordance with agreed specification
- Organise cleaning routines to comply with specified standards
- Ensure compliance by self and others with all health and safety policies and procedures
- Ensure safe use by self and others of equipment and materials
- Demonstrate and assist others in safe and effective use of specialist equipment/materials
- Liaise with line manger & attend meetings as required

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health & safety and security and confidentially, reporting all concerns to an appropriate person
- Contribute to the overall ethos / work / aims of the school
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist in the supervision, training and development of staff
- Ensure compliance by self and others with all health and safety policies and procedures
- Ensure safe use by self and others of equipment and materials
- Establish constructive relationships and communication with contractors and other agencies / professionals
- To be responsible, in conjunction with the Bursar, for the administration and control of appropriate areas of the budget if required
- Attend and participate in regular meetings
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Promote and ensure the health and safety of school users at all times

Experience	<ul style="list-style-type: none">• General cleaning work
Qualifications / Training	<ul style="list-style-type: none">• NVQ 2 or equivalent qualification or experience in relevant discipline• Willingness to undertake induction training• Good Standard in literacy and numeracy• Cleaning and support services N/SVQ level 2 OR equivalent qualification
Knowledge / Skills	<ul style="list-style-type: none">• Use of relevant equipment / resources• Ability to identify own training and development needs and co-operate with means to address these• Ability to relate well to children and adults• Appropriate knowledge of first aid• Knowledge of health & safety procedures and precautions• Awareness of COSHH regulations• Awareness of health & hygiene procedures• Willingness to participate in development and training opportunities• Ability to work on own or as part of a team