

POST TITLE: SCHOOL CLEANER IN CHARGE

POST NO: Generic

OUTLINE OF DUTIES

Under the direction of the Head of the establishment, or such other officer designated by the local authority, and in accordance with the practices and procedures of the local authority, the Cleaner in Charge will be responsible for maintaining the stock of approved cleaning materials, reporting faulty equipment and completing any administrative processes required for the post such as the completion of timesheets, inventories and safety checks. Assisting with the induction and on the 'job training' of new and relief staff as required. Good interpersonal and communication skill are essential. The post holder must be able to use their own initiative particularly with regards to delegation of cleaning duties, contacting relief staff and dealing with routine work related issues as they arise.

Duties will include: The cleaning of designated areas within school premises to ensure that they are kept in a clean and hygienic condition. Duties will include: cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the designated areas (which may include toilets and shower areas) and fixtures and fittings, using where appropriate powered equipment.

Duties may vary between term and closure periods.

The range of cleaning duties described apply to any part of the establishment, the frequency and allocation of the duties being designated by the authority. The designated area may include changing rooms, shower areas and toilets associated with swimming pools, but not the pool or its immediate surround. Major cleans at specific times of the year are included in the duties set out above; these will be dealt with by the allocation of the necessary number of hours; additional payments above the post holders hourly rate are not appropriate.

'Cleaning, washing and polishing' includes the use of all approved cleaning agents.

'Fixtures and fittings' includes all facilities within the establishment such as cabinets, internal glass, curtains, blinds and telephones.

Keys may be held by a cleaner, for the purpose of entering and leaving areas which require to be cleaned.

PERSON SPECIFICATON

Post Title: Cleaner-in-Charge

	ESSENTIAL	DESIRABLE
1 QUALIFICATIONS		
• Health & Safety training		***
• Manual Handling training		***
2 EXPERIENCE		
• Any cleaning experience, commercial, educational or voluntary	***	
• Supervisory experience		***
3 KNOWLEDGE SKILLS & ABILITIES		
• Good interpersonal & communication skills	***	
• Ability to use initiative when dealing with work related issues	***	
• Basic understanding of the organisational skills required for cleaning	***	
• Physically able –bending, stretching, lifting, using step ladders	***	
• Basic understanding of the safe use of cleaning chemicals	***	
• Risk Assessments & COSHH		***
• Basic understanding of how to safety use electrical cleaning equipment such as a vacuum cleaner	***	
• Working knowledge of Health and Safety relating to cleaning		***
4 VALUES (Commitment to...)		
• Operating with integrity and confidentiality	***	
• Quality of service		
• Flexibility	***	

Allowances: None

Evaluated Grade: Single Status Grade D

Date of Evaluation:

Job Profile Last Amended on: July 2009