

JOB DESCRIPTION

Job Title:	Cleaner in Charge
Salary Grade:	C
Responsible to:	Site Manager

Main Job Purpose

- 1) Supervise, monitor and undertake the cleaning of the interior of the school to the standard agreed with the Site Manager.
- 2) Ensure the highest standards of cleanliness and general hygiene on the school premises.
- 3) Supervise, train and motivate cleaning staff as appropriate.

Main Responsibilities and Duties

- 1) Organise the daily deployment of cleaning staff to relevant work areas, and arrange adjustments to the work schedule as necessary to meet staff absences or school management requirements.
- 2) Monitor the work of cleaning staff to ensure safe and appropriate use of cleaning materials and machinery, accordance with Health and Safety requirements and agreed standards of cleaning.
- 3) Inform staff of any initial concerns over conduct or standards, and report any problems or issues arising to the Site Manager.
- 4) Maintain checks on stocks of cleaning material, ensure equipment is fit for use and notify the Site Manager of issues.
- 5) Maintain a weekly log of cleaning tasks as agreed with the Site Manager.
- 6) Co-ordinate the reporting of any deficiencies in cleaning equipment, perceived workplace hazards or any other problems identified by other cleaning staff. Maintain appropriate documentation in line with policies and procedures.
- 7) Be responsible for general security in the absence of the Site Manager.
- 8) Act as a key holder and ensure the site is secure before leaving.

- 9) Clean hard surfaces, floor surfaces, walls, windows, fixtures, fittings and equipment as directed to an agreed standard, using powered equipment where appropriate.
- 10) Be aware of health and safety issues around the building and work in accordance with safe practices and Health and Safety legislation.
- 11) Ensure that good hygiene is maintained using separate cloths and mops for toilets, classrooms and food preparation areas.
- 12) Maintain good working relationships with other school staff, and co-operate with reasonable changes to daily work routines to assist with the smooth operation of the school.
- 13) Respect any and all confidential information.
- 14) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 15) Comply with all decisions, policies and standing orders of the school and Hamwic Education Trust; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the General Data Protection Regulations.
- 16) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the outcomes of Keeping Children Safe in Education (KCSiE).

Supervision and Management of People

- 1) The post holder will have some responsibilities for cleaning staff. This includes general day-to-day organisation and deployment of staff, and checking quality and quantity of work.
- 2) The post holder will be required to provide induction and on-the-job training for new recruits.

Knowledge and Skills

- 1) No formal qualifications required.
- 2) Some previous experience of basic cleaning methods, materials and machinery is desirable.
- 3) Ability to supervise one or more cleaners, entailing good communication skills.

Creativity and Innovation

- 1) The post has limited scope for creativity and innovation; work will be carried out within recognised procedures.

Contacts and Relationships

- 1) Regular contact with the Site Manager in relation to ordering and reporting on stock requirement and equipment breakdowns. There will be occasional contact with the Business Manager.
- 2) Supervisory contact with cleaners regarding cleaning duties.
- 3) General contact with other school staff.

Decision Making

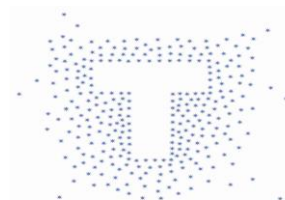
- 1) The post holder will be required to deploy staff to meet specific work requirements and to cover absences.
- 2) The post holder will be required to report and record any issues or problems involving staff management, cleaning materials or equipment breakdown and health and safety matters to the Site Manager/Business Manager.

Resources

- 1) Cleaning equipment and materials including chemicals will be used regularly to undertake duties. Training and personal protective equipment will be provided.

Work Environment

- 1) Routine cleaning duties may include the moving and handling of cleaning equipment, chemicals, machinery, and some movement of furniture.
- 2) Cleaning duties will be undertaken indoors on school premises. On occasions this may include the cleaning up of bodily fluids.
- 3) In addition to cleaning, some lifting may be required.



PERSON SPECIFICATION

Job Title:	Cleaner in Charge
School:	Talbot Primary School

ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none"> • Experience of directing the work of others • Experience in a similar role 	Application form Interview References
Qualifications & Training	<ul style="list-style-type: none"> • Willingness to undertake school-based training • General level of literacy and numeracy 	Application form Certificates Interview
Aptitudes & Abilities	<ul style="list-style-type: none"> • Ability to problem-solve • Ability to prioritise and manage the work of others • Ability to work unsupervised, as well as within a team • Ability to record incidents and issues clearly and accurately • Ability to utilise cleaning materials safely in accordance with Health and Safety regulations • Ability to handle confidential information with discretion 	Application form Interview References
Knowledge	<ul style="list-style-type: none"> • Knowledge of school's behaviour and management policy and procedures (training provided in school) • Knowledge of school's fire and emergency procedures (training provided in school) • Knowledge of Child Safeguarding procedures (training provided in school) 	Application form Interview References
Attitude / Motivation	<ul style="list-style-type: none"> • Self-motivated • Team player 	Application form Interview References
Other Factors	<ul style="list-style-type: none"> • Commitment to Equal Opportunities • Enhanced DBS check 	Application form Interview References DBS process