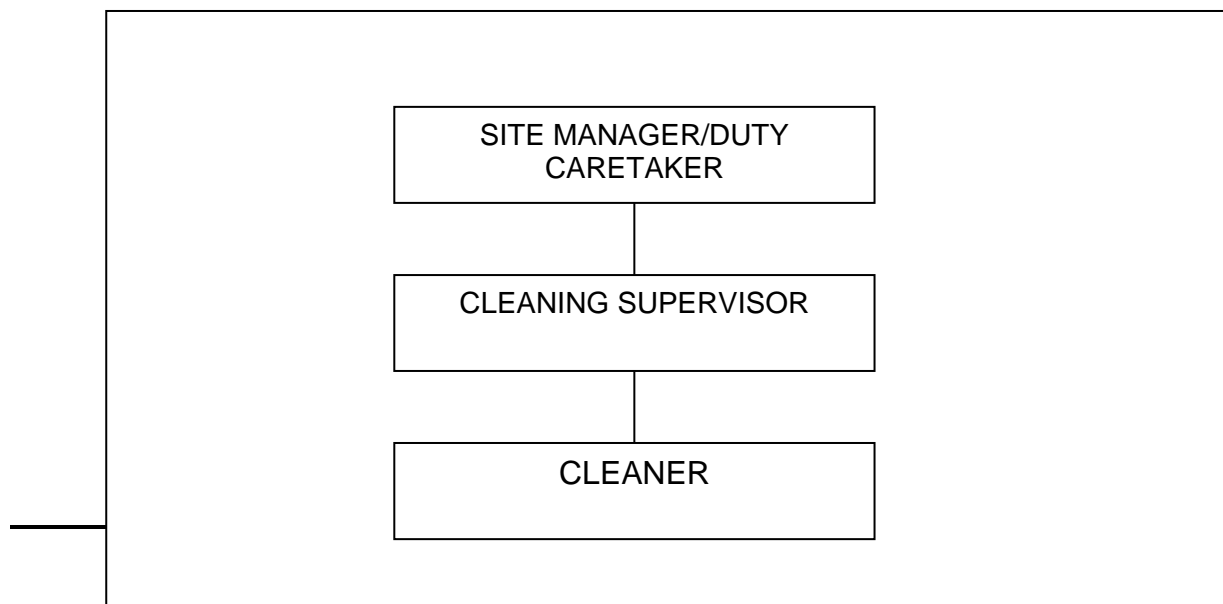


ROLE PROFILE FORM

	Testwood School
Role Title:	School Cleaner –Generic role profile
Reports To - (Supervisor/manager's role title)	Cleaning Supervisor / Site Manager
Role Purpose: (why the role exists)	To ensure that designated areas of the school are kept clean, hygienic and safe to create a suitable environment for staff and pupils.
Salary:	Grade A.

Organisation



ROLE REQUIREMENTS

This involves identifying the most significant responsibilities of the role. Accountability statements are key functions of the role which in combination make up the main purpose.

Accountabilities	Accountability Statements	% of Time
Cleaning	<ul style="list-style-type: none"> Carry out a range of defined cleaning duties within a specific area, in line with agreed procedures and standards. 	
Maintenance	<ul style="list-style-type: none"> Maintain observation on maintenance requirements and report any deficiencies to Caretaker/ Cleaning Supervisor. 	
Health & Safety	<ul style="list-style-type: none"> Follow risk assessments when moving furniture, ensure chemicals stored appropriately 	
Stock management/admin	<ul style="list-style-type: none"> Notify when stock is low 	
Security	<ul style="list-style-type: none"> Maintain observation of security of area of working and report any potential security breach to line manager 	
Corporate and statutory initiatives - equalities/health and safety/e-government/sustainability	<ul style="list-style-type: none"> Awareness of health and safety policy and practice, Keeping Children Safe in Education guidance document as it applies to the post 	
The key decision making areas in the role		
Determine cleaning priorities where appropriate, in accordance with the schools cleaning standards.		

- The role dimensions - financial (e.g. budgets) and non-financial (e.g. units, workload, customers/staff)

Responsible for cleaning a defined area of school.
Areas of responsibility/size of cleaning area will vary.
Areas/Buildings may be on different levels.

The main contacts – external/internal customer contacts and purpose

Caretaker/Site Manager/Cleaner Supervisor – Supervisory Manager; daily contact regarding priorities and performance/standards.
Other staff in the school-Regular: respond to requests for service provision e.g. cleaning specific areas which are particularly dirty

Working conditions – environment, and physical effort or strain.

Bad weather (i.e. rain, snow) increases the difficulty of the task considerably.
Physically demanding – use of heavy equipment (e.g. floor buffers)
Stretching to reach difficult/high areas.
Exposure to potentially dirty, unpleasant and hazardous areas e.g. toilets

Context/additional information

Severe recruitment and retention issues.
Crucial role; schools may be unable to educate pupils where the school is not cleaned to required standard, school closure could result.

PROGRESSION IN ROLE

Entry: Necessary role-related knowledge, skills and experience at selection

Ability to work as part of a team and on own

Initial induction/training required to become effective in the role

Estimated time to become operationally effective: 1 Week

Introduction to use of cleaning materials and tools.

Tour of school premises.

Health and Safety Issues; including security and COSHH regulations

Awareness of cleaning specification and standards required

Operationally effective: How would effectiveness in role be demonstrated?

Staff in school are happy with standards of cleanliness (positive feedback to Headteacher)

Adding value: What characteristics will the advanced role holder demonstrate?

Ensuring that high standards were set and maintained.

Possibility of deputising for the Caretaker/ Assistant Caretaker.