



MANGOTSFIELD SCHOOL
SPECIALIST COLLEGE IN ENGINEERING & SCIENCE



JOB DESCRIPTION: School Cleaner

GRADE: H15

POST NO: MAN

1. JOB PURPOSE

Under the general direction of the Resident Caretaker and the day to day supervision of the Cleaning Supervisor; to undertake individually, or as part of a team, the cleaning of school premises to the defined standard and quality.

2. MAIN DUTIES

- a) To carry out cleaning tasks set out in the school's cleaning schedule and to ensure that work undertaken complies with stated requirements.
- b) To use all cleaning materials and equipment in a safe and proper manner and in accordance with any instructions and specifications provided.
- c) To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the Cleaning Supervisor.
- d) To observe health and safety and security requirements.
- e) To complete any appropriate records or documentation required by the Cleaning Supervisor.
- f) To maintain good working relationships with other school staff and to co-operate with reasonable changes to daily work routines to assist the smooth operation of the school.

3. DIMENSIONS

Daily use of cleaning equipment valued at approximately £200.

4. JOB CONTEXT

The postholder will undertake general cleaning duties to provide a clean, hygienic and safe environment for teaching and other school activities.

5. SUPERVISION

The postholder will be expected to work with limited supervision to an established work pattern. Variations in work requirements or allocation will be determined by the Cleaning Supervisor.

6. PROBLEMS AND DECISIONS

The postholder is expected to report any problems involving cleaning materials equipment breakdown, health and safety matters or suchlike to the Cleaning Supervisor.

7. CONTACTS

Regular contact with the Cleaning Supervisor, Resident Caretaker and other cleaning staff regarding cleaning duties. General contact with other school staff.

8. KNOWLEDGE, EXPERIENCE AND TRAINING

No formal qualifications or previous experience is required. Training in basic cleaning methods and the use of associated materials and equipment will be provided.

9. PHYSICAL EFFORT

In addition to the cleaning tasks, some lifting is required which may include the movement of cleaning equipment and school furniture.

10. WORKING ENVIRONMENT

The cleaning duties will be undertaken indoors on school premises. On occasions, this may involve cleaning vomit or excrement from toilet areas.

11. EQUIPMENT

Cleaning equipment, eg buffing machine and chemicals will be used regularly to undertake duties. Training will be provided.

12. HOURS OF WORK

10 hours per week, all year round, worked as 3.15 pm to 5.15 pm, Monday to Friday. During periods of school closure, hours are to be worked between 8.00 am and 4.00 pm.

13. GENERAL

This job description sets out the main duties of the post and does not describe in detail all tasks required to carry them out.

14. SPECIAL NOTES OR CONDITIONS

- Protective clothing will be provided and must be worn at all times.
- All employees are under a legal obligation not to use or disclose any personal information that comes into their possession in the course of their duties in any unauthorised manner.
- The post holder will be subject to an enhanced Criminal Records Bureau check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions (including cautions, bindovers or no case to answer) must be declared.
- The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policy.
- This Job Description sets out the main duties relating to this post and does not describe in detail all the tasks required to carry them out. There will be an expectation that the post holder will carry out other duties that reasonably fall within the general nature of the level of responsibility of the post and that they will not be excluded because they are not listed.
- The Governing Body and Headteacher reserve the right to ask staff to carry out other such duties as may from time to time be reasonably assigned, operating within the conditions of service.