

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

JOB TITLE:	School Cleaner
REPORTS TO:	Site Manager
DEPARTMENT:	Children, Families and Schools
SECTION:	Varndean School
Grade:	NJC Grade 1/2

SCHOOL PREMISES STAFF (CLEANING)

LEVEL 1

Under the direction/instruction of senior staff: provide a clean and hygienic school environment which meets specified cleaning standards

TASKS – OPERATIONAL

Cleaning

Clean all surfaces, fixtures and fittings

Clean floors, walls, partitions and internal woodwork as appropriate

Clean toilets, changing rooms and other sanitary areas

Clean equipment after use

Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises

Waste

Collect and dispose of waste in appropriate manner

Clean and maintain waste bins

TASKS – RESOURCES

Ensure the maintenance of a clean and orderly working environment

Timely & accurate preparation of routine equipment/resources/materials as set out in instructions

Undertake basic record keeping as directed

Refill and replace consumables

Report faulty equipment & other maintenance requirements to appropriate person

Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches

Ensure lights and other equipment are switched off as appropriate

TASKS – ORGANISATION

Maintain and arrange orderly and secure storage of supplies

Ensure cleanliness of equipment, check for quality/safety - reporting any faults to the Site Manager/Caretaker
Operate everyday equipment in accordance with instructions

RESPONSIBILITIES

Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person

Contribute to the overall ethos/work/aims of the school Appreciate and support the role of other professionals Attend relevant meetings as required

Participate in training and other learning activities and performance development as required

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

Comply with health and safety policies and procedures at all times

Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health & safety legislation) at all times

PERSON SPECIFICATION

Experience

General cleaning work

Qualifications/ Training

Willingness to undertake induction training

Cleaning and support services N/SVQ Level 1 OR equivalent experience or equivalent qualification, or willingness to train to achieve these

Knowledge/Skills

Willingness to use relevant equipment

Ability to relate well to children and adults

Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards

Willingness to gain knowledge of health and safety procedures and precautions

Willingness to gain awareness of COSHH regulations

Willingness to gain awareness of health and hygiene procedures

Willingness to observe the Code of Safe Working Practice for Caretaking and Premises (Staff) *

Willingness to participate in development and training opportunities

Ability to work on own or as part of a team