



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

