



Job Description

SCHOOL PREMISES STAFF – SUPPLY CLEANER

LBR Grade: LBR1C

<p>School Premises Staff Under the direction/instruction of senior staff: provide a clean and hygienic school environment which meets specified cleaning standards</p>
<p>TASKS – OPERATIONAL</p> <p>Cleaning</p> <ul style="list-style-type: none">• 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 programs during school closure or other designated periods in compliance with the specification for the premises <p>Waste</p> <ul style="list-style-type: none">• Collect and dispose of waste in appropriate manner• Clean and maintain waste bins
<p>TASKS – RESOURCES</p> <ul style="list-style-type: none">• 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
<p>TASKS – ORGANISATION</p> <ul style="list-style-type: none">• 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
<p>RESPONSIBILITIES</p> <ul style="list-style-type: none">• 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



**SCHOOL PREMISES STAFF - SUPPLY CLEANER
PERSON SPECIFICATION**

Experience	<ul style="list-style-type: none">• General cleaning work
Qualifications	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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• IT Skills

*Supply - The School is under no obligation to provide you with work and you have the right to refuse any work that is offered. Any sessional work undertaken is therefore done so on a day-to-day basis and accordingly the issue of notice to terminate the arrangement does not apply

Please sign and date to confirm that this document has been read.

Name: _____

Signature: _____

Date: _____