

School Support Staff Job Description

Reference :	SCH 074	Grade B
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Job Title:	School Cleaner
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Main Job Purpose :	To undertake general duties necessary to provide a clean, hygienic and safe environment for teaching and other school activities.
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Main Duties	
1.	To carry out cleaning tasks set out in the school's cleaning schedule.
2.	To use all cleaning materials and equipment in a safe and proper manner in accordance with any instructions and specifications provided.
3.	To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the Headteacher (or other nominated supervisor).
4.	To observe health and safety and security requirements.
5.	To complete any appropriate records or documentation required by the Headteacher.
6.	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.
7.	To ensure that work undertaken complies with stated requirements and undertake appropriate training, as required.

Supervision and Management
The job holder has no regular supervisory responsibility for staff but may assist in work familiarisation of peers and new recruits.

Creativity and Innovation (i.e. Problem Solving)

Work is covered by established procedures, e.g. Health & Safety

Key Contacts and Relationships

Regular contact with the Site Manager, Headteacher and other cleaning staff regarding cleaning duties. There will also be general contact with other school staff.

Decision Making

The job holder is expected to report and record any problems involving cleaning materials, equipment breakdown, health and safety matters or suchlike to the Site Manager / Headteacher/ Supervisor in line with existing policy and practice.

Resources

The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security

Cleaning equipment e.g. buffing machine and chemicals will be used regularly.

Working Environment

Daily use of cleaning equipment, chemicals and machinery.

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

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

Knowledge and Skills

No formal qualifications or previous experience is required. Initial training in basic cleaning methods and the use of associated materials and equipment will be provided within the induction period and further training provided thereafter, as required.