

JOB DESCRIPTION

Position Title:	Cleaner in Charge		
Location:	St Benedict's Catholic High School	Salary	Scale 4 SCP 7-11

1. JOB PURPOSE:

Under the direction and instruction of senior staff, supervise other cleaning staff within the school and undertake cleaning duties to maintain a clean and hygienic school environment, which meets specified cleaning standards.

2. ACCOUNTABILITIES:

Operational

- Supervise and/organise rotas for designated staff to ensure cleaning services are delivered to the required standard.
- Operate/oversee the use of domestic and industrial cleaning equipment and materials, following appropriate training.
- Monitor and maintain allocated equipment and materials.
- Advise stock replenishment requirements to designated purchaser - complete accurate paperwork and maintain accurate records for all orders as appropriate.
- Ensure self and other cleaning staff operate in line with health and safety and COSHH regulations and take remedial action where hazards are identified, reporting serious hazards to senior staff immediately.
- Undertake cleaning of allocated areas in line with specific standards.

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
- Supervise/ undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises

Waste

- Collect and bag up waste
- Clean and maintain waste bins

Resources

- Ensure the maintenance of a clean and orderly working environment
- Timely and 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 and 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

Organisational

- Maintain and arrange orderly and secure storage of supplies
- Ensure cleanliness of equipment, check for quality and safety - reporting any faults to an appropriate senior person
- Operate everyday equipment in accordance with instructions

JOB DESCRIPTION

General

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings 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 school users at all times

Development

- Participate in training and other learning activities and performance development as required
- Take responsibility for own ongoing personal development and growth of expertise
- Train and develop other employees, for proper succession planning and risk management
- Other duties and responsibilities as requested by the Headteacher

3. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Qualifications:

Essential

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

Previous Experience:

Essential

- General cleaning work

Job Specific Skills:

Essential

- 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 participate in development and training opportunities
- Ability to work on own or as part of a team

4. JOB DIMENSIONS:

Managerial & Supervisory Accountability

- Supervise designated staff

Financial Accountability

- None