

North Somerset Council

JOB DESCRIPTION

SCHOOL Ravenswood School	SECTION Site	
JOB TITLE Cleaner	POST NO	GRADE JG2

1. JOB PURPOSE:

Working under the general direction of the *School Caretaker/Cleaner in Charge*, provide cleaning and routine maintenance services necessary to meet the defined standards and qualities essential for a hygienic, healthy and safe school environment.

2. ORGANISATIONAL CONTEXT

This role is part of the team responsible for the cleanliness and safe working environment for pupils, staff and visitors to the school site.

3. ORGANISATIONAL CHART

4. DIMENSIONS

Size of school

Pupil numbers 141

Staff numbers 98

Number of buildings 3 main building and 3 portacabins

Other site responsibilities – Locking up and alarming the buildings each evening

5. MAIN RESPONSIBILITIES

a) Undertake designated cleaning and maintenance duties from a schedule or as requested to ensure a good standard of cleanliness and hygiene within the school premises.

b) Use all cleaning materials and equipment in a safe and proper manner to protect the environment and people.

c) Maintain stock records of cleaning materials and have responsibility for ensuring that sufficient supplies are always available to meet cleaning needs.

d) Report any damage, breakages or spillages to managers for future action.

Generic Items

To undertake any other duties commensurate with the grade of the post

To be aware of and understand the School's Equality Policy and ensure at all times that the duties of the post are carried out in accordance with the policy.

To ensure compliance with all Health and Safety legislation and associated codes of practice and authority policies.

6. WORK CONTROL, SUPERVISION AND WORK PLANNING

The post reports to the Premises Manager/ Caretaker and is expected to work to a schedule of routine and ad hoc tasks without close supervision.

The post holder is able to prioritise tasks within the schedule.

7. CONTACTS AND COMMUNICATION SKILLS

The post holder is expected to be polite in all dealings with colleagues, pupils and visitors

8. QUALIFICATIONS AND EXPERIENCE

(Please see the attached person specification)

- (a) No formal qualifications required but some previous cleaning experience desirable
- (b) Basic qualifications to NQF level 2 in literacy (demonstrable ability to read & write)
- (c) Training in basic cleaning methods and the use of materials and equipment must be undertaken during initial period of employment
- (d) Ability to work with limited direct supervision

9. GENERAL

This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out.

10. Additional information

Some of the work undertaken within the school is of a highly confidential nature. The postholder must at all times maintain confidentiality and support the school in a positive way

Some posts require the post holder to exert more physical effort and or strain than that which is normally used in a standard office environment.

Some posts require the post holder to work in unfavourable environmental conditions that are worse than those experienced in a standard office environment.

PERSON SPECIFICATION

ASSESSMENT CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Equivalent NQF level 2 in literacy	
WORK RELATED EXPERIENCE & ASSOCIATED VOCATIONAL TRAINING		Previous experience using cleaning machines such as floor polishers
OTHER RELEVANT EXPERIENCE		Previous work experience.
SPECIALIST KNOWLEDGE	<p>Some knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials.</p> <p>Knowledge of COSSH and the safe use of chemicals</p>	
JOB RELATED SKILLS	<p>Experience of undertaking a range of cleaning duties</p> <ul style="list-style-type: none"> • Vacuuming • Dusting • Mopping • Scrubbing • Buffing • Disposing of waste • Replenishing consumables 	
PERSONAL SKILLS	<p>Ability to work unsupervised.</p> <ul style="list-style-type: none"> • Willingness to clean any area of the school as requested by the supervisor. • Willingness to take personal responsibility for standard of work carried out. • Willingness to participate in further training and development opportunities offered by the school, to further knowledge • Willingness to maintain confidentiality on all school matters • Will need to be able to manage some heavy lifting. • Work as part of a team Skills • Ability to work effectively and supportively as a member of the school team 	

	<ul style="list-style-type: none"> • Ability to work in an organised and methodical manner • Ability to act on own initiative, dealing with any unexpected problems that arise • Ability to demonstrate commitment to Equal Opportunities • Being physically capable • Communication, math and reading • Customer service and sound judgement • Efficiency and discretion • Honesty and integrity • Motivation and flexibility • Respect and professionalism • Time management and multitasking • Understanding and following safety rules • Understanding and carrying out set tasks • Understanding of health and safety regulations 	
SPECIAL WORKING CONDITIONS	Valid driving licence and own transport, or be able to provide alternative, suitable method of travel.*	
OTHER	Satisfactory enhanced DBS disclosure certificate (relevant applications and checks will be carried out before any job offer is confirmed)*	