**Job Description: Cleaner in Charge**

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| **Post Details** |  |
| **School:** | Twynham Primary School |
| **Post type:** | Support Staff |
| **Grade/Pay Level:** | Grade 4 |
| **Responsible to:** | Headteacher/School Business Manager |

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| **Main Purpose** |
| To play a lead role in undertaking general cleaning duties to provide a clean, hygienic and safe environment for teaching and other school activities.  To have responsibility for the deployment of the school's cleaning staff (under the direction of the School Business Manager).  To take responsibility for locking up the premises at the end of the cleaning shift. |

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| **Main Duties and Responsibilities** |
| * To organise the daily deployment of cleaning staff to relevant work areas and to arrange adjustments to the work schedule which may be necessary to meet staff absences or school management requirements. * To maintain checks on stocks of cleaning materials and to notify the appropriate manager of requirements. * To co-ordinate the reporting of any deficiencies in cleaning equipment, perceived workplace hazards, or any other problems identified by cleaning staff. To complete such documentation, in line with existing policy and procedure. To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the Site Manager. * To monitor to the work of cleaning staff with regard to:   + the safe and proper use of cleaning materials and equipment   + health and safety requirements   + standards of cleaning * To inform cleaning staff of any initial concerns over conduct or working practices and to liaise with the line manager, as necessary, on any problems arising. * To carry out appropriate cleaning tasks as part of the cleaning team and in accordance with the required standards of work practices. * To be responsible for the locking up of the school premises at the end of the day. |

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| **Safeguarding Duties and Responsibilities** |
| Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies. |

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| **Other Duties** |
| * The postholder will receive limited supervision to achieve set cleaning requirements. * The Headteacher/School Business Manager will notify variations in work requirements. * Management and supervision of other Cleaners. * Regular contact with the Headteacher/School Business Manager and other cleaning staff regarding cleaning duties. General contact with other school staff. * The postholder will need to deploy staff to meet specific work requirements and to cover staff absences. * Cleaning equipment, e.g. buffing machine and chemicals will be used regularly to undertake duties. Training and appropriate personal protective equipment will be provided. * 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.   All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time. |

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| **Twynham Learning Attributes for all Staff** | |
| * Ambition for excellence * Professionalism * Humility * Championing change | * Inclusiveness * Positivity * Community-mindedness * Being collaborative |

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| **Qualifications, Knowledge, Skills and Attributes Required** |
| * Previous experience in basic cleaning methods and use of associated materials and equipment is desirable. * Initial training in basic cleaning methods and the use of associated materials and equipment, including staff supervision, selection and deployment (this is provided upon appointment). |

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| **Notes** |
| * This job description may be amended at any time in consultation with the postholder. |

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| **Glossary** |
| * Explanations of any abbreviations or jargon contained in this job description can be found in our [Twynham Learning Glossary](https://www.twynhamlearning.com/1038/twynham-learning-glossary?search=glossary). |