

Job description

Job title:	Cleaner in Charge
Job ref:	XS 1.4
School:	
Grade:	XS1.4a Dorset Grade 4 / XS1.4b Dorset Grade 3 / XS1.4c Dorset Grade 3 / XS1.4d Dorset Grade 3
Reports to:	Headteacher / Bursar or other nominated member of staff

Main job 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 Headteacher).

Main responsibilities and duties

1. 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.
2. To maintain checks on stocks of cleaning materials and to notify the appropriate manager of requirements.
3. 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 Headteacher.
4. 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
5. 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.
6. To carry out appropriate cleaning tasks as part of the cleaning team and in accordance with the required standards of work practices.
7. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Knowledge & skills

No formal qualifications. 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.

Supervision & management

The postholder will receive limited supervision to achieve set cleaning requirements. Variations in work requirements will be notified by the Headteacher/Caretaker.

Management & Supervision of others:

- XS1.4a - There is a requirement to supervise other staff (including PDR's)
- XS1.4b - There is no management or supervisory responsibility
- XS1.4c – There is a requirement to provide some day to day supervision of other staff
- XS1.4d - There is no management or supervisory responsibility



Job description

Key contacts & relationships

Regular contact with the Headteacher/Caretaker and other cleaning staff regarding cleaning duties. General contact with other school staff.

Decision making

The postholder will need to deploy staff to meet specific work requirements and to cover staff absences.

Resources

Cleaning equipment, e.g. buffing machine and chemicals will be used regularly to undertake duties. Training and appropriate personal protective equipment will be provided.

Working environment

Supervision of cleaning staff (No. depends on particular school - up to possible maximum of 25-30)

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.

Approval			
Prepared by	Chris Matthews	Date	January 2005
Designation	Pay and Reward Manager		

