


Job Description

	Job Title	School Premises Staff (Cleaner) – Level 1
	School	John Keble School
	Grade	1b
	Reports to	Site Manager/ School Business Manager
	Restricted	No

1. Job Purpose:

(Summary of the overall purpose of the job)

- 1.1 To provide, under the direction/instruction of senior staff, a clean and hygienic school environment which meets specified cleaning standards.
- 1.2 To contribute to the overall ethos, work and aims of the school

2. Principal Accountabilities And Responsibilities:

(Indicate the main accountabilities, responsibilities and expected outcomes (8-10 bullets should be sufficient)).

- 2.1 Ensure the maintenance of a clean and orderly working environment.
- 2.2 Participate in the maintenance and cleaning of the school and related premises/areas, including:
 - cleaning all surfaces, fixtures and fittings;
 - cleaning floors, walls, partitions and internal woodwork as appropriate;
 - cleaning toilets, changing rooms and other sanitary areas;
 - cleaning equipment after use;
 - undertaking special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises;
 - collecting and dispose of waste in appropriate manner; and
 - cleaning and maintaining waste bins.
- 2.3 Prepare and operate routine equipment/resources/materials as set out in instructions, and ensure cleanliness of equipment, check for quality and safety, and report any faults to the relevant officer.
- 2.4 Maintain and arrange orderly and secure storage of supplies, and refill and replace consumables.
- 2.5 Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches.

- 2.6 Report faulty equipment and other maintenance requirements to appropriate person.
- 2.7 Ensure lights and other equipment are switched off as appropriate.
- 2.8 Undertake basic record keeping and monitoring as directed.
- 2.9 Treat all users of the school with courtesy and consideration, and promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health & safety legislation) at all times.
- 2.10 Contribute to the overall ethos, work and aims of the school.
- 2.11 Attend relevant meetings and participate in training and development activities and programmes as required.
- 2.12 Appreciate and support the role of other professionals, and establish constructive relationships and communicate with other agencies and professionals.
- 2.13 Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
 - child protection,
 - health, safety and security,
 - confidentiality, and
 - data protection.
- 2.14 Undertake these duties within agreed departmental, service and school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.