|  |  |
| --- | --- |
| Blue_logo copy | **Beaumont Leys School*****“Together We Achieve Success”*** |
| Job Description: CleanerLevel 1 |

|  |
| --- |
| All support staff at Beaumont Leys School contribute to the achievement and well-being of students, either directly or indirectly, and therefore play a vital role in the school’s success. The Professional duties and tasks of all support staff in schools have been determined by Leicester City Council’s Single Status Job Evaluation scheme. Within the major objectives for support staff will be, as appropriate, those that reflect key Leicester City Council priorities e.g. Cultural Diversity, Social Justice, Environmental Quality and Economic Properity. The description of the requirements for the post of **Level 1 Cleaner** at Beaumont Leys School has been closely based on the Single Status job description that best fits this post but has been written to reflect the culture, ethos, requirements and expectations of Beaumont Leys School.  |
| **Requirements for post of: Level 1 Cleaner** |
| **Reporting directly to:**  | Varies  |
| **Responsible for:** | Maintaining a high quality environment for both staff and the public, ensuring the safety and cleanliness of the school/college facilities. |
| **Liaising with:**  | Varies |
| **Key purpose of role**  | * To ensure that the correct equipment is used for each specific cleaning task.
* To follow the appropriate instructions and COSHH regulations when using cleaning materials.
* To wear the appropriate clothing, shoes, gloves, etc for the tasks involved.
* To follow and be aware of responsibilities for Health & Safety measures designed to protect self, other staff and users of the premises.
* To ensure that windows and doors are closed when work is finished.
* To provide refreshments for pre-arranged meetings where appropriate.
* To implement and promote Leicester City Council's and the school/college’s policies and procedures relating to all areas of employment and service delivery.
 |
| **Key tasks of the role**  | * Carries out cleaning duties including sweeping, dusting, wall washing, toilet cleaning, mopping and use of vacuum cleaners.
* Uses electrical and mechanical equipment after training, such as floor polishers, etc where necessary.
* Uses stepladders where necessary and with due regard to Health & Safety, e.g., climbing no more than 3 steps on own and no more than 5 steps when assisted.
* Uses cleaning materials as directed and suggest changes, which would improve the service.
* Cleans and takes responsibility for all assigned cleaning equipment and protective clothing.
* Reports any furniture, materials, equipment or structural defects to the Premises Officer or Supervisor and may hold a set of school keys.
* Keeps a store of drinks and refreshments or buys/orders basic food/sandwiches, etc, ready for meetings, etc.
* 8. Prepares and delivers refreshments and clears up meeting rooms and crockery, utensils etc, afterwards.
* As necessary, organise / supervise other cleaners.
 |
| **Core Responsibilities**  |
| **People Management**  | * No responsibility for other members of staff.
 |
| **Creativity Required**  | * Carries out cleaning duties including sweeping, dusting, wall washing, toilet
* cleaning, mopping and use of vacuum cleaners.
* Uses cleaning materials as directed and suggest appropriate alternatives.
* Identifies and reports any furniture, materials, equipment or structural defects.
* Prepares and delivers refreshments and clears up meeting rooms and crockery,
* utensils etc, afterwards.
* Maintains a stock of cleaning materials and basic refreshments.
 |
| **Contacts**  | * Staff, pupils and visitors, e.g. don’t walk on wet floors, obey the warning signs
* such as “please use other toilet, corridor”, etc.
* Teachers and support staff; getting them to deal with regular offenders e.g. who
* urinate on floors, write graffiti, etc.
 |
| **Decision Making**  | * Recommends “better” alternative cleaning solutions.
* Recommends extra posters, signs, etc to prevent abuse or use when wet etc.
* Recommends purchase of long handle cleaners.
* Varies the types of refreshments for meetings, coffee breaks, buffets, etc.
 |
| **Objectives**  | * To maintain a clean, tidy, safe and secure environment for others.
* To ensure that the correct equipment is used for each specific cleaning task,
* following instructions, COSHH, Health & Safety guidelines, etc.
* To wear the appropriate clothing, shoes, gloves, etc for the tasks involved.
* To provide refreshments for pre-arranged meetings where appropriate.
 |
| **Resources Used or Managed**  | * Uses electrical and mechanical equipment after training, such as floor polishers,
* vacuum cleaners, buffers, etc.
* Uses cleaning materials like bottles of cleaning fluids, mops, brushes, dustpans,
* dusters, bin bags/black bags, cleaning gloves.
 |
| **Interruptions, conflicts & frequency** | * Works to a daily/weekly rosta with some yearly “big cleans”.
* Occasional interruptions to normal work pattern.
 |
| **Physical effort and IT use**  | * Carrying, lifting, stretching, bending, twisting, going up and down stairs, etc
* whilst cleaning and using equipment.
 |
| **Working Conditions**  | * Vomit, etc and smells whilst cleaning e.g., toilets.
* Chemicals from cleaning products.
 |
| **Risks encountered**  | * Uses stepladders.
* Injury – carrying equipment up and down stairs, i.e., vacuum cleaner.
* Cleaning products – hazardous to health.
 |
| **Knowledge and skills level**  | * Experience of using basic cleaning equipment.
* Must be self-motivated and able to work on own initiative.
* Willing and able to prepare and clean up basic refreshments for meetings.
* Must be willing to work outside/after school/college normal hours
* Willing and able to operate small tools, cleaning machinery, dishwashers, etc.
* Willing to learn and put into practice COSHH (Care of Substances Harmful to
* Health) procedures.
 |
| **Personal and Professional Conduct**  |
| **All members of support staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitude which set the required standard for conduct at Beaumont Leys School.**  |
| **Support staff maintain high standards of ethics and behaviour, within and outside school, by:** | * Treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to an employee in a school setting including the use of social communication networks such as Facebook, Twitter, Email etc.
* Having regard for the need to safeguard students’ well-being, in accordance with statutory provisions including the use of social communication networks such as Facebook, Twitter, Email etc.
* Showing tolerance of, and respect for, the rights of others
* Ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law.
 |
| **Support staff must have:** | * Proper and professional regard for the ethos, policies and practices of Beaumont Leys School and maintain high standards in their own attendance and punctuality.
 |
| **Support staff must have**  | * Proper and professional regard for the ethos, policies and practices of Beaumont Leys School and maintain high standards in their dress and personal presentation.
 |
| **Support staff must have:** | * An understanding of, and always act within, any statutory frameworks which set out their professional duties and responsibilities.
 |
| * Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
* The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
* This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect, or anticipate, changes in the job commensurate with the grade and the job title.
* These duties may be varied or added to in order to meet the changing demands of the school at the reasonable discretion of the Business Manager or Headteacher.
 |
| Health and Safety  | It is an Employee’s responsibility to take reasonable care of themselves and others, and anybody affected by their undertaking, including any act(s) or omissions.  |
| Signed by member of staff  |  | Date: |
| Signed by Business Manager  |  | Date: |

**Personnel Specification**

|  |  |  |
| --- | --- | --- |
| **Job Requirements:**  | Essential (E) or Desirable (D). | E/D |
|  |  |  |
| **A. Training & Education** | A level of numeracy and literacy sufficient to carry out the duties of the post. | E |
| **B. Experience**  | Experience of dealing with the public both face to face and on the telephone. | E |
| **C. Equal Opportunity** | Must be able to recognise discrimination in its many forms and be willing to put the Council’s Equality policies into practice.Must be sensitive to the requirements of disadvantaged groups and children with special educational needs. | EE |
| **D. Other Skills** | Excellent interpersonal skills and telephone manner.Able to organise own work and work with others to meet deadlines. | EE |
| **E. Other Conditions** Including any hazardous or environmentally adverse conditions | Must be prepared to work occasionally out of school hours, INSET days and some pre-arranged days in the school holidays to support the service.Able and willing to attend/achieve further training/qualifications where appropriate, e.g. First Aid, ICT, etc.Must satisfy relevant pre-employment checks.This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Criminal Records Bureau (CRB) Disclosure check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-over both spent and unspent in their application, regardless of the passage of time. | EEEE |