###### SCHOOL PREMISES STAFF (CLEANING)

**Grade B (SCP 2) – JE No. A1597**

|  |
| --- |
| LEVEL 1Under the direction/instruction of senior staff: provide a clean and hygienic school environment which meets specified cleaning standards |
| TASKS – OPERATIONAL |
| **Cleaning**   * Clean all surfaces, fixtures and fittings * Clean floors, walls, partitions and internal woodwork as appropriate * Clean toilets, changing rooms and other sanitary areas * Clean equipment after use * Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises   **Waste**   * Collect and dispose of waste in appropriate manner * Clean and maintain waste bins |
| TASKS – RESOURCES |
| Ensure the maintenance of a clean and orderly working environmentTimely & accurate preparation of routine equipment/resources/materials as set out in instructions  * Undertake basic record keeping as directed * Refill and replace consumables * Report faulty equipment & other maintenance requirements to appropriate person * Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches * Ensure lights and other equipment are switched off as appropriate * Monitor and record |
| TASKS – ORGANISATION |
| * Maintain and arrange orderly and secure storage of supplies  Ensure cleanliness of equipment, check for quality/safety - reporting any faults to (a Senior Officer)  * Operate everyday equipment in accordance with instructions |
| RESPONSIBILITIES |
| * Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person * Contribute to the overall ethos/work/aims of the school * Appreciate and support the role of other professionals * Attend relevant meetings as required * Participate in training and other learning activities and performance development as required * Treat all users of the school with courtesy and consideration * Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all * Comply with health and safety policies and procedures at all times * Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times |

|  |  |
| --- | --- |
| Experience | * General cleaning work |
| Qualifications/  Training | * Willingness to undertake induction training * Cleaning and support services N/SVQ Level 1 **OR** equivalent experience or equivalent qualification, or willingness to train to achieve these |
| Knowledge/Skills | * Willingness to use relevant equipment * Ability to relate well to children and adults * Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards * Willingness to gain knowledge of health and safety procedures and precautions * Willingness to gain awareness of COSHH regulations * Willingness to gain awareness of health and hygiene procedures * Willingness to observe the Code of Safe Working Practice for Caretaking and Premises (Staff) \* * Willingness to participate in development and training opportunities * Ability to work on own or as part of a team |