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

**Grade B (SCP 2) – JE No. A1597**

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| 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

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| 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
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| 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
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| 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
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| Experience | * General cleaning work
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| 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
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| 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
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