

WARWICKSHIRE COUNTY COUNCIL

PAY AND CONDITIONS REVIEW PROJECT 2006/07

ROLE DESCRIPTORS FOR POSTS IN SCHOOLS

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

POST TITLE: **SCHOOL CLEANER** **JEID REF: A0006**
(was S7)

POST LEVEL : **Band A**

BROAD DESCRIPTION

To clean specified areas within the school in accordance with the school's/authority's standards. Work is undertaken under the guidance of the caretaker / cleaning supervisor. Contribute to the school's statutory duty to safeguard and promote the welfare of children.

RESPONSIBILITY FOR OTHERS: The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

RESPONSIBILITY FOR STAFF: The post has no (or limited) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

RESPONSIBILITY FOR FINANCE : The post has no (or limited) direct responsibility for financial resources other than occasional handling small amounts of cash, processing cheques, invoices etc.

RESPONSIBILITY FOR PHYSICAL RESOURCES: The post has some direct responsibility for physical resources, involving cleaning of buildings

TYPICAL TASKS

Clean toilets, bowls, sinks and basins
Wipe down desks and chairs
Vacuum and tidy classrooms
Wash worktops/tables
Wash/mop/sweep floors and wash wet areas
Clean inside glazing
Dust and polish
Use buffer
Strip and reseal floors (occasionally)
Undertake routine maintenance of equipment (eg vacuum bags)
Empty bins and dispose of rubbish
Ensure safe and effective use and storage of all equipment
Be aware of Health and Safety at Work regulations and COSHH guidelines

Draw to caretaker's attention any problems / issues which may affect the safety or security of the school or its users.

QUALIFICATIONS, TRAINING AND LIKELY ABILITIES

No formal qualifications required, though literacy and numeracy skills required to be able to read instructions and work out simple measurements.

No previous experience necessary.

Able to operate equipment and use materials

Understands and can work to procedures, follow straightforward instructions and read labels.

Can understand and operate within regulations

Can identify straightforward solutions to simple problems, eg improving working methods, rearranging cleaning schedules

Can exchange straightforward information with colleagues and users

Display commitment to the protection and safeguarding of children and young people

Value and respect the views and needs of children