Job Description

# Post Title: Cleaner in Charge/Caretaker

**Job Ref No:**  1984 – Grade C

**Responsible to: (**Headteacher, Site Supervisor, School Business Manager)

**Responsible for:** School Cleaners

**Purpose of Job**

To ensure that all internal and external areas of the premises are clean, well maintained and secure and janitorial tasks are carried out by self and cleaning staff (if employed) with the appropriate resources and equipment in a safe and efficient manner.

Understand and implement all Safeguarding policies and procedure in relation to working with children and young people.

**Job Context**

The job holder will generally be employed during term times only with occasional need to enter the school during half-terms or holidays to assist with deep cleaning tasks of fixtures and fittings, carpets and floor stripping and polishing.

The job holder may work alone in designated areas or work as part of a team or in pairs.

The job entails making sure the buildings are locked and unlocked at the appropriate times, checking security and reporting any faults or damage to property, ensuring the utility services are operational (heating, lighting and electrical supply), and that cleaning is carried out to all areas including toilets and they are well-stocked with essentials.

The jobholder must be mindful if they are required to clean when pupils and staff are around.

The job holder may service lettings but not arrange or manage them. Cleaners-in-Charge and Caretakers may work alone depending on the size and the needs of the facility, or they may supervise one or two cleaners.

**Accountabilities**

* Ensure designated areas of the school are cleaned to a high standard using appropriate equipment, materials and resources, supervising the work of cleaning staff where applicable to this end.
* Duties to include the following:
	+ Vacuum cleaning hard and soft floors
	+ Spot cleaning of spillages
	+ Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
	+ Cleaning toilets including sanitary fittings and surrounds
	+ Mopping and spray cleaning hard floor surfaces
	+ Wiping and polishing and straightening furniture
	+ Checking and closing windows, switching off lights after work
* Train cleaning staff to carry out their duties.
* Ensure health and safety policies are followed in terms of hazards and exits and entrances kept clear for the safe use and passage of all users. Set out and move furniture and equipment as directed by the Head Teacher and staff so that they can deliver teaching.
* Where required to do so secure the premises, locking and unlocking doors,

windows and gates as necessary to open and close the premises for daily

operation, including lettings if appropriate.

* Monitor the condition of the building, heating system, alarms and other utility functions as required and report on any faults or damages that need immediate or longer term attention to the Head Teacher/line manager so that the building support infrastructure remains sustainable. Contact appropriate agencies responsible for repair, maintenance or replacement of sub-contracted resources to ensure safe and effective function of resources.
* Ensure external areas are swept as necessary, litter is picked up and waste

disposed of appropriately and in accordance with recycling policies, for the health and welfare of all users and the tidy appearance of the school. Clear snow and ice from approaches to all premises and salt/grit to provide safe access when necessary.

* Maintain consumables such as soap dispensers, toilet rolls, paper towels etc

and report or re-order stock as necessary to ensure an adequate supply. When on the premises, receive, move and store deliveries to the school if required to do so.

* On a regular basis, such as during school holidays, to undertake deep

cleaning of walls, skirting boards, paintwork, staircases and handrails etc. to

ensure a high standard of cleanliness and hygiene is maintained.

* Supervise contractors on site as directed by the Head Teacher to ensure work is carried out as commissioned.

 Safeguarding

* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
* Promote the safeguarding of all pupils in the school

**PDET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Additional Requirements**

This job description outlines the main duties of the post but does not exclude other duties, which may be undertaken to ensure the efficient operation of the school. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post.

Person Specification

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|  | **Essential** | **Desirable** |
| Educational achievements, qualifications and training | * Able to communicate clearly and follow instructions.
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| Job related knowledge, aptitude and skills | * Ability to prioritise work
* Ability to manage time effectively.
* Reading skills for following instructions
* Awareness of health and safety procedures
* Able to communicate effectively in working with other cleaners, giving feedback on their performance in a constructive way
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| Equal Opportunities | * An understanding of and commitment to equality of opportunity.
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| Personal Qualities | * Ability to communicate with a wide range of people.
* Initiative and the ability to work without supervision.
* Ability to work both alone and as part of a team.
* Be flexible to changing demands of the post.
* Take pride in a job well done.
* Punctual, reliable and trustworthy
* Ability to form good relationships with other colleagues
 | * Positive outlook
* Good sense of humour.
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|  | * Must have high standards of cleanliness
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| Physical | * Must be able to meet the physical demands of the role.
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