



## Job Profile

### Premises Level 2

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#### Your job

**Job purpose:** To undertake cleaning duties of classrooms and allocated areas as directed by senior premises staff

**Reporting to:** Lead Cleaner/Caretaker/Supervisor/Site Manager

**Responsible for** N/A

**Liaising with:** Senior cleaning/site staff

**Grade:** G2

**Gauge Ref:** A23338

**Disclosure level:** Enhanced

#### Job Outline:

- To undertake cleaning duties within allocated areas in line with specified standards
- To operate/use domestic and/or industrial cleaning equipment and materials (following relevant training)
- To undertake basic record keeping as directed
- To refill and replace consumables and to collect and dispose of waste
- To perform duties in line with health and safety regulations (COSHH)
- To handle cleaning materials in line with COSHH regulations
- To take action where hazards are identified, reporting serious hazards to the line manager
- To report faulty equipment and other maintenance requirements to the appropriate person



- To undertake specialist cleaning programmes during school closures or other designated periods
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person

### **Other specific duties:**

- To carry out the duties in the most effective, efficient and economic manner available.
- To continue personal development in the relevant area.
- To participate in the staff review and development appraisal process.

### **Health and Safety Training**

- To undertake Health and Safety Training on areas within your remit.
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## Schools Job Profile Acceptance Form

### Premises

Level 1 G2 – A23338

#### **SIGNATURES / AUTHORISATION**

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However, staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors: \_\_\_\_\_ Date \_\_\_\_\_

Signed Headteacher: \_\_\_\_\_ Date \_\_\_\_\_

Signed Jobholder: \_\_\_\_\_ Date \_\_\_\_\_

Print name Jobholder: \_\_\_\_\_ NI no \_\_\_\_\_

School name: \_\_\_\_\_

DFES: \_\_\_\_\_



## Person Specification / Selection Criteria

### Premises

### Level 2

#### A. Experience

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b> A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of cleaning building interiors		D	A, I

#### B. Training and Qualifications

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
NVQ Level 1 in relevant discipline (Cleaning,) or willingness to work towards it	E		A
Willingness to undertake relevant training for examples COSHH, health and safety at work	E		A, I

#### C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Understanding of COSHH requirements		D	A, I
Basic knowledge of health and safety at work regulations for example moving and handling		D	A, I



#### D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Ability to use a range of equipment relevant to the post	E		A, I
Ability to complete basic paperwork	E		A, I
Ability to prioritise own workload	E		A, I
Ability to recognise the importance of ensuring a secure and safe environment	E		A, I
Ability to take direction to complete a range of cleaning	E		A, I

#### E. Legal Issues

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Legally entitled to work in the UK	E		A, I