



Job Profile

Premises Level 2

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

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

B. Training and Qualifications

	Essential	Desirable	Source
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.

	Essential	Desirable	Source
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.

	Essential	Desirable	Source
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

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I