

## Milton Keynes Council – Role Profile

Role Title:	<b>Cleaner L1</b>
Service Group:	<b>Children &amp; Families</b>
Accountable to:	<b>Head Teacher</b>
JE Ref:	<b>JE0819</b>
Grade:	<b>B</b>

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### Purpose of job

To provide an on site cleaning service for a specified area whilst maintaining a high standard of cleanliness with the school, as directed

### Key Objectives

1	Undertake cleaning of allocated areas in line with specified standards and as directed.
2	Operate/use domestic and industrial cleaning equipment and materials, following appropriate training.
3	Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
4	Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification of the premises
5	Maintain the security of the school premises by securing entrances/exits as appropriate and reporting potential security breaches

*Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.*

### Scope

- Follows pre-determined cleaning routines and standards and reports hazards or problems with equipment to senior staff.
- Work in conditions that are generally unpleasant, including cleaning toilets, dealing with waste and responding to minor hazards.
- Requires regular physical effort such as bending and stretching, pulling or pushing cleaning equipment with occasions of more intense effort, such as moving furniture.

## **Work Profile**

- Store allocated equipment and materials safely and securely
- Collect and dispose of waste
- Refill and replace soap, towels and other consumables.
- Individuals in this role may also:
  - To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
  - Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
  - Participate in training and other learning activities and performance development as required
  - Contribute to the overall ethos/work/aims of the school
  - Attend relevant meetings
  - To maintain confidentiality

## **Other information**

Milton Keynes Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

**All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.**

## Person Specification

Skills and Knowledge			Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time		<u>A</u>	A Application I Interview T Testing R Reference
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience		<u>D</u>	
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role		<u>E</u>	
<b>Qualifications</b>	No specific qualifications			
<b>Skills / Experience</b>	Experience of a range of cleaning functions		X	A
			X	A
Competencies			Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area		<u>A</u>	A Application I Interview T Testing R Reference
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements		<u>S</u>	
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice		<u>E</u>	
<b>Planning and organising work</b>	Scheduling own cleaning tasks in accordance with agreed procedures and priorities.		X	I
<b>Influencing and interpersonal skills</b>	Working co-operatively with teaching and other support staff.		X	I,R
<b>Using initiative</b>	Basic problem solving within appropriate limits. Dealing with day to day incidents and emergencies.		X	I
<b>Working independently</b>	Shared responsibility for building cleanliness.		X	I
<b>Managing people</b>	Works with other cleaners		X	I
<b>Managing resources</b>	Responsible for tools and equipment used.		X	I
	Stocks of consumables		X	I
<b>Managing risk</b>	Health and safety awareness in all aspects of work.		X	I
<b>Managing oneself</b>	Awareness of opportunities for self improvement		X	I