

## Milton Keynes Council – Role Profile

Role Title: **Cleaner L2**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0807**

Grade: **C**

---

### Purpose of job

- To provide an on site cleaning/caretaking service
- To supervise other cleaning staff within the school and undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed.
- Under the instructions/guidance of appropriate senior staff provide maintenance and security services on school site and premises

### Key Objectives

|   |   |
|---|---|
| 1 | Supervise and/organise rotas for designated staff to ensure cleaning services are delivered to the required standard  |
| 2 | To be a keyholder for the school where it is considered necessary by the Head Teacher and to be responsible for the routine and non-routine (emergencies) opening and closing of the premises |
| 3 | Operate / oversee the use of domestic and industrial cleaning equipment and materials, following appropriate training   |
| 4 | Monitor and maintain allocated equipment and materials, advise stock replenishment requirements to designated purchaser   |
| 5 | Undertake minor repairs to site, furniture and fittings (i.e. not requiring qualified craftsman) and maintenance of the buildings and site  |
| 6 | Operate systems such as heating, cooling, lighting and security (including CCTV and alarms)   |
| 7 | To deal with lettings as agreed with the Head Teacher or line manager, as appropriate   |
| 8 | Perform duties in line with Health and Safety regulations and take action where hazards are identified, report serious hazards to line manager immediately                                    |

*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

- Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times

- Undertake emergency cleaning duties
- Requires regular physical effort such as bending and stretching, pulling or pushing cleaning equipment with occasions of more intense effort, such as moving furniture.
- Regularly exposed to conditions that are generally unpleasant, including cleaning toilets, dealing with waste and responding to minor hazards.

### **Work Profile**

- Perform own duties and ensure other cleaning staff operate in line with health and safety and COSHH regulations taking remedial action where hazards are identified and reporting serious hazards to senior staff immediately.
- Supervise/undertake specialised cleaning programmes during school closures or other designated periods.
- Assist with the maintenance of specialised equipment following training, for example sports/theatrical equipment
- Undertake lettings and carry out associated tasks, in line with local agreements
- Act as designated keyholder, providing emergency access to the school site
- Act as school contact in relation to premises related contractors
- Arrange regular maintenance and safety checks
- Undertake record keeping as directed
- 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<br>Application<br>I<br>Interview<br>T<br>Testing<br>R<br>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>                  | Extensive hands-on experience of a wide range of cleaning functions   |       | X        | A  |
|   | Experience of staff supervision   |       | 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<br>Application<br>I<br>Interview<br>T<br>Testing<br>R<br>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 cleaning tasks in accordance with agreed procedures.   |       | X        | I  |
| <b>Planning capacity and resources</b>      | Staff resource scheduling.  |       | X        | I,R  |
| <b>Influencing and interpersonal skills</b> | Team supervision. Encouraging high standards.   |       | X        | I  |
|   | 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>                      | Supervises cleaners.  |       | X        | I  |
| <b>Managing resources</b>                   | Responsible for premises cleaning, tools and equipment.   |       | X        | I  |
|   | Maintains 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  |