

Job Description

School Cleaner GMA1 PRA

Job Details	
Grade	Subject to Evaluation
Job Evaluation Number	TBC
Directorate	Children and Families
Division	Schools

1.0 Portfolio Responsibilities

This job provides a clean, safe and welcoming environment that supports effective teaching, promotes health and wellbeing and helps maintain the school's buildings and facilities. .

2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

Cleaning and Maintenance Duties

- Cleaning designated areas of the school routinely to the required standard, including classrooms, corridors and communal spaces , as instructed by the Supervisor.
- Carrying out deep cleans in line with the school schedule and requirements.
- Washing floors, carpets, surfaces, fixtures , fittings and walls up to a specific height, ensuring all areas are hygienic and well presented.
- Cleaning inside windows, as required, up to a specified height, leaving them streak free and maintaining a clear view.
- Sweeping and vacuuming floors thoroughly and shampooing carpets as required, to remove dust, debris and dirt from all areas
- Polishing and dusting surfaces and furniture to maintain a clean and attractive environment for staff and pupils.
- Cleaning toilets and shower areas to a high standard, ensuring hygiene sanitation and consistently maintained.

- Restocking toilet supplies such as toilet roll, hand soap and hand towels in dispensers, as required.
- Cleaning bodily fluids as required.
- Using cleaning materials appropriately and according to instructions, in line with COSHH guidance to prevent damage or health risks.
- Emptying bins and removing rubbish from the premises promptly, ensuring waste is disposed of safely and efficiently.
- Operating power cleaning equipment as directed, using machinery safely and effectively to maintain cleanliness standards
- Moving furniture as required to support cleaning and room setup, ensuring classrooms and shared areas remain orderly and fit for use.
- Undertaking relevant non routine cleaning tasks, such as laundry, as instructed by the Supervisor, ensuring all areas meet required standards.
- Carrying out laundry as required, which may include cleaning materials, staff and pupil uniform and specific school laundry.
- Reporting any damages to school property or other relevant issues promptly to the Supervisor to ensure timely maintenance and safety.
- Taking initiative to address cleaning tasks outside the rota, ensuring that high standards of cleanliness are consistently maintained through the school.

Health and Safety

- Ensuring designated areas of the school are properly closed down by locking doors and windows, turning off lights and checking that all areas are safely secured.
- Acting, as required, as a keyholder, including routine opening or closing of the premises.
- Complying with health and safety legislation regulations and consistently taking care of personal safety as well as the safety of colleagues, pupils and visitors.
- Working with the employer to ensure health and safety responsibilities are met, supporting risk assessments, safe practices, and compliance with school procedures.
- Using cleaning materials appropriately and according to instructions, in line with COSHH guidance to prevent damage or health risks.
- Participating in relevant training as required, developing skills and knowledge to maintain safe working practices and meet regulatory requirements.

Special Conditions

Is Safeguarding Check needed?

DBS Enhanced Children

Person Specification

Essential Criteria

Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation

Qualifications	AF/Q	Hold an appropriate relevant technical qualification or equivalent demonstrable experience.
Experience	AF/I	Experience in carrying out a variety of cleaning and maintenance tasks to a good standard.
Skills	I	Be able to speak an appropriate standard of spoken English - Part 7 of the Immigration Act (2016).
Skills	AF/I	Have written and verbal communication skills for engaging with staff and pupils.
Skills	AF/I	Have a good attention to detail in carrying out cleaning to a high standard
Other	I	Have a flexible and adaptable approach to supporting varied school operational needs, with the ability to work calmly under pressure.
Competency	AF/I	Be well-organised with the ability to complete assigned tasks efficiently .
Competency	AF/I	Be able to both work independently and work well as part of a team.
Knowledge	AF/I	Demonstrate understanding of key policies and procedures relevant to the role, including Health and Safety and safeguarding.
Training	AF/I	Demonstrate a commitment to undertaking ongoing training and professional learning.

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the

role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with this, everyone has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in the area.

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.

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