

Role Profile					
<b>Job Title</b>	Cleaner Level One	<b>Job No. (Office Use)</b>	S31	<b>Band/Band Range- (for career grades)</b>	Grade A
<b>Directorate</b>	Children's Services		<b>Department</b>	Schools	
<b>Division</b>			<b>Unit</b>		
<b>Reports to (Job Title)</b>			<b>Org Chart Attached?</b>		
<b>Suitable for Job Share (Y/N)</b>			<b>If No – reason</b>		
<b>Location</b>			<b>Shift Pattern</b>		
<b>CRB check required</b>					
<b>In preparing a Role Profile, please refer to HAY and NJC scheme guidance</b>					
<b>Job Purpose</b>	Undertake cleaning of designated areas within school premises. This will be following a cleaning rota with daily, weekly and term time components. The post holder will have contact with children.				

<b>Decision Making</b>	The job involves following instructions which define the tasks in detail. Minimal personal initiative is required. The job is subject to supervisory or customer checks or close supervision.
<b>Accountabilities</b>	<ul style="list-style-type: none"> <li>• Follow the cleaning daily, weekly and term time cleaning rota.</li> <li>• Ensure the area being cleaned is safe for colleagues and students.</li> <li>• Safe use and maintenance of cleaning equipment reporting any defects to machinery and buildings.</li> <li>• Undertake other duties as directed and commensurate with the grading of the role</li> </ul>
<b>Demands</b>	<p>Some ongoing considerable physical effort is required with periodic requirements for considerable effort to be used when moving chairs, desks and other school furniture in order to undertake cleaning duties.</p> <p>General awareness required with short periods of concentrated attention when cleaning areas populated with colleagues or students.</p>
<b>Working Conditions</b>	<p>There will be considerable exposure to unpleasant working conditions while undertaking cleaning duties. There will also be exposure to chemical cleaning materials (with due regard to COSHH regulations).</p> <p>There may be requirement to dispose of medical/clinical waste usually in special schools.</p>

<b>Experience, Knowledge</b>	<ul style="list-style-type: none"> <li>• Full on the job training and induction programme will be provided and no previous knowledge, experience or qualification is required.</li> </ul>
<b>Skills and Technical Competencies</b>	<ul style="list-style-type: none"> <li>• Judgement is required for identifying cleaning materials and methods dependant on surfaces and objects being cleaned and also to identify whether to move paperwork or other items in classrooms, offices or staff rooms.</li> <li>• Interpersonal skills for communicating routine job related information mainly with colleagues but could include other people within the school environment.</li> <li>• Operation of a range of mechanical cleaning aids including vacuum cleaners and floor polishers.</li> </ul>
<b>Behavioural Competency</b>	<p>A corporate behavioural competency framework is currently under development and guidance on completing this section will be provided at a later date. Anyone requiring further information should contact their Employee Relations Specialist or the Grading Team at <a href="mailto:Grading@plymouth.gov.uk">Grading@plymouth.gov.uk</a>.</p>
<b>Corporate Standards</b>	<ul style="list-style-type: none"> <li>• In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</li> <li>• Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the council's constitution and its policies and procedures.</li> <li>• Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>• Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</li> </ul>

Once role profile complete – authorise and forward to the job evaluation team, complete with all other paperwork if due to be graded.

<b>Signed: Manager</b>		<b>Date:</b>	
<b>Signed: Head of Service</b>		<b>Date:</b>	