

BENCHMARK JOB DESCRIPTION

JOB FAMILY: Site Management, Caretaking and Cleaning

LEVEL: A

JOB ID: 02CC

GRADE: 1

LEVEL DESCRIPTION

Under the direction of Senior Custodian, Site Manager, School Administrator/ Bursar or Headteacher post holder is responsible for ensuring the school buildings are cleaned to the standard required.

No supervisory responsibilities.

All duties are carried out within recognised procedures or guidelines.

All problems, other than the most routine or straight forward, will be referred to the Supervisor.

INTRODUCTION

The level description gives an overview of the level of competence required to carry out work at this level.

Each school is organised differently, and the range of duties carried out at this level will be different in each school. Some jobs may carry out a diverse range of duties whilst others may be engaged on a narrower range of tasks.

Line management arrangements will vary from school to school but the post holder will report to either a Senior Custodian/Site Manager, School Administrator/Bursar, or the Headteacher.

The next section of this benchmark job description will give examples of the types of work that may be carried out at this level. This list is not exhaustive and is intended to give a flavour to help schools to assimilate jobs to the appropriate level.

EXAMPLES OF DUTIES AT THIS LEVEL

Cleaning

- General cleaning duties as directed and to specification.
- Keeping playground and paths clean and litter free as directed.
- Cleaning and maintenance during school closures in accordance with specification.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level / nature which is considered appropriate to the level of this post.

In addition, all duties must be carried out in accordance with health and safety procedures, as follows:

- Wearing personal protective equipment and clothing e.g. goggles when mixing chemicals and water, dust masks when cleaning pottery rooms, rubber gloves
- Correct use of colour coded equipment and consumables e.g. cloths, gloves to prevent cross contamination
- Safe care and correct use of cleaning chemicals
- Use of 'dirty kit' in disposing of bodily fluids
- In the event of an accident, refer to COSSH data sheet for guidance

PERSON SPECIFICATION

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Knowledge:		
Technical or specialist	<ul style="list-style-type: none"> Knowledge of Health and Safety (COSHH/manual handling/disposal of bodily waste/chemical safety/ machine competence). 	
Literacy and numeracy	<ul style="list-style-type: none"> Literate (able to read health and safety data and site information). Basic numeracy for stock control and stock rotation (use by dates). 	
Organisational		<ul style="list-style-type: none"> Knowledge of health and safety policies and procedures, e.g. manual handling.
Knowledge and use of equipment	<ul style="list-style-type: none"> Use of range of cleaning equipment, including specialist items e.g. rotary machines, wet pick-up, scrubber/driers. 	
Mental Skills:		
Thinking creatively / Developing new ideas	<ul style="list-style-type: none"> Identifying areas of improvement within the site and contributing to changes in working practice. 	
Interpersonal & Communications Skills:		
Verbal and written communications skills (including use of languages)	<ul style="list-style-type: none"> Keep up to date written records. Ability to communicate clearly. 	
Physical skills:		
Other manual skills	<ul style="list-style-type: none"> Operation of cleaning equipment and 	

completing cleaning tasks.

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Other attributes:		
Level of autonomy	<ul style="list-style-type: none">• The work is covered by guidelines and procedures.• The post holder will have regular contact with line manager.	

EVALUATION NOTES

KNOWLEDGE

- Needs knowledge about health and safety policies and procedures – general and specific, e.g. may be required to undertake specific on the job training to gain knowledge of regulations for cleaning products/swimming pool chemicals etc.
- Will need to gain specific knowledge of cleaning equipment.

MENTAL SKILLS

- Problems solved are mainly straightforward in relation to ensuring work areas covered.
- Working to daily routine.

INTERPERSONAL AND COMMUNICATIONS

- Ability to communicate clearly with all colleagues.

PHYSICAL SKILLS

- Operation of cleaning equipment and completing cleaning tasks on daily basis.

INITIATIVE AND INDEPENDENCE

- Works to recognised procedures. Post holder is responsible for ensuring own work area is maintained to required standards.
- Ability to keep confidences especially if working in sensitive areas, e.g. headteacher's office.

PHYSICAL DEMANDS

- Daily physical demands due to nature of the role. Including mopping, polishing, scrubbing, bending and stretching to reach levels.

MENTAL DEMANDS

- Majority of tasks require sensory attention to ensure completed effectively and promoting safe environment.

EMOTIONAL DEMANDS

- Minimal emotional demands.

RESPONSIBILITY FOR PEOPLE

- Direct impact through provision of front line service to customers by users of the sites, providing clean and safe environment.

RESPONSIBILITY FOR SUPERVISION (EMPLOYEES)

- No direct responsibility, occasional needs to assist new staff.

RESPONSIBILITY FOR FINANCIAL RESOURCES

- Minimal direct responsibility for financial resources.

RESPONSIBILITY FOR PHYSICAL RESOURCES

- Responsibility for careful use and storage of equipment and consumables on daily basis.

WORKING CONDITIONS

- Daily exposure to disagreeable and unpleasant working conditions, e.g. toilet areas cleaning, handling chemicals and cleaning solutions (TD30 acid for toilets, Screen disinfectant), dust, dirt, grease, potential hazards in bins, human fluids, etc.