

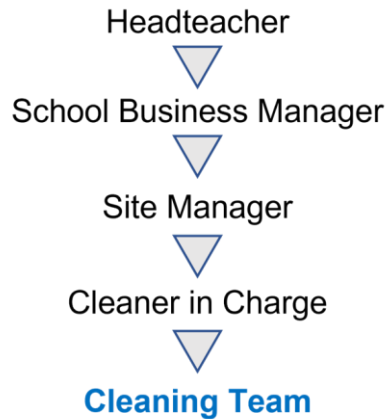
ROCHDALE BOROUGH COUNCIL

SCHOOL: Cardinal Langley RC High School (Job Ref: CLEANER-IN-CHARGE/250603)

JOB DESCRIPTION

Job Title:	Cleaner in Charge
Grade:	Grade 3 (SCP) 5-6
Responsible to:	Site Manager
Responsible for:	Cleaning Team
Hours of Duty:	<p>This is an all-year-round, part-time position, working 17.25 hours per week as follows:</p> <ul style="list-style-type: none">• During term time: 2:30-6:00pm Mon-Thu; 2:30-5:45pm Fri• During school holidays: 8:00-11.30am Mon-Thu; 8:00-11:15am Fri
Any Special Conditions of Service:	<ul style="list-style-type: none">• The Cleaner in Charge, where appropriate, will be 1st or 2nd 'keyholder' and, as such, under normal circumstances will be expected to be available for police/alarm companies and therefore should generally be available to cover call out situations.• Cleaners in Charge should not leave their designated premises during duty hours without notifying the Site Manager/Caretaker or the delegated person, or by prior arrangements with either of these persons.• The Postholder may be required to attend evening and weekend meetings• Annual Leave – All Year Round – Annual leave will be approved in accordance with the needs of the school.• The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.
Values and Behaviours	<p>Approach the job at all times using the Rochdale values:</p> <ul style="list-style-type: none">➤ Proud➤ Passionate➤ Pioneering and Open <p>Be aware of and apply the Rochdale Values and Behaviours at all times.</p>
DBS Disclosure Level:	Enhanced

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Organisational Chart:**PURPOSE AND OBJECTIVES OF THE JOB**

To undertake duties concerned with the maintenance and care of the premises both internally and externally, so as to ensure a safe and satisfactory working environment for all who use the premises and grounds in accordance with Health and Safety and Local Authority regulations. This will include heating, lighting, security, maintenance, portage and other duties arising from the use of the premises, hard surfaced areas and grounds.

CONTROL OF RESOURCES**Personnel**

Supervision of cleaning staff.

Financial

Ensuring appropriate levels of cleaning materials, including ordering in accordance with the school and Local Authority procedures and maintaining accurate records as required. Also dealing with any enquiries/complaints arising from the use of cleaners' materials.

Equipment/Materials

The receipt of stores, furniture, materials, laundry, fuel and other supplies/equipment and, where appropriate, to arrange the removal of such items from the premises, as authorised by the responsible person.

Health/Safety/Welfare

To work in accordance with the schools health and safety policy statements.

Equality and Diversity

To work in accordance with the schools policy relating to the promotion of Equality and Diversity.

Training and Development

The postholder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's arrangement.

Relationships (Internal and External)

Dealing with enquiries from, and liaison with, all staff (both of the School in particular and the Authority in general), building users, contractors and other work persons on the premises, and generally with members of the public as necessary.

RESPONSIBILITIES:

The postholder must:

1. Perform his/her duties in accordance with the schools Equal Opportunities Policy.
2. Ensure that the school's commitment to public service orientation and care of our customers is provided.

PRINCIPAL DUTIES

1. Security of the premises both internally and externally including the operation of fire/burglar alarms, acting as keyholder and attending the premises and /or its grounds when called.
2. Heating and lighting of the premises including domestic hot water supplied and the operation and maintenance of plant. (See schedule 1)
3. Porterage and handy-person duties, including minor repairs to premises and equipment. Non minor defects to be reported in accordance with the schools procedures. (See schedule 2.)
4. Ensure safe access/egress to the premises and grounds in the event of snow, ice or other materials which serve to make the ground hazardous.
5. Ensuring the premises are presented in the best possible manner.
6. Completion of any reports or records required as a consequence of School, Local Authority procedures or statutory provisions.
7. Other duties arising from the use of the premises and ground (eg recording/acknowledging work completed by contractors including making out appropriate reports as required by the schools procedures)

Breakdown of Caretaking Duties

1. Providing safe access/egress to the premises in the event of snow, ice, flooding or similar situations. (see schedule 4)
2. Awareness of implementation of emergency procedures issued by the department and of the action required in the event of fire, flood, breaking and entering, vandalism, accidents etc. Knowledge of the availability of First Aid provision and its location.
3. Knowledge of the location of valves, stop-taps, controls, fuse boards and similar facilities and checking that they are operational (see schedule 1)
4. Carrying out the routine procedures for the checking and inspection of ancillary equipment/alarms; reporting any defect. (see schedule 1)
5. Ensuring that the boiler house and cleaners' rooms are clean, tidy and kept clear of accumulated refuse.
6. Receiving delivery of goods/materials and fuel, where necessary storing them safely as required. Ensuring that adequate supplies of fuel are available.
7. Ensuring that all cleaning equipment is maintained in a safe mechanical, clean working condition or that arrangements are in place for this purpose.

8. Practising and encouraging good housekeeping with energy conservation and equipment.
9. Establish and maintain records of fuel, electricity, water and oil consumption and making these available as required by the Site Manager/Caretaker.
10. Attending training courses as required.
11. Recording, after inspection in conjunction with appropriate support staff, the completion of any work done by contractors.
12. Ensure that windows are closed and that all external, and any internal doors as may be required, are adequately secured. Alarms, if provided, should be correctly set. If a locked gates policy is in operation, padlock or secure gates as required.
13. Securing the premises, arranging repair, informing the police in the event of vandalism or breaking and entering. Informing the Site Manager/Caretaker of events.
14. Advising on ways of reducing the occurrence of vandalism or breaking and entering.
15. Inform the Site Manager/Caretaker of any Health and Safety and Fire Precaution issues. Liaising with the employees and the Health and Safety representatives as required.
16. Inform the Site Manager/Caretaker any occurrence or defect of the building and are within the curtilage of the premises including those appertaining to the Health and Safety at Work Act, COSHH Regulations etc.
17. Carrying out any small decoration and repair work (eg Patch plastering, painting, fixing door handles, etc) this work shall not include repairs to the electrical or heating systems. (See schedule 2).
18. Maintaining records of any repair or maintenance work carried out on the premises or grounds.
19. Operating and managing the heating and hot water plant so that certain temperatures and an adequate supply of hot water are maintained. Carrying out frost precaution measures. (see schedule 1)
20. Porterage of furniture, equipment and supplies for general purposes.
21. Ensuring on a regular basis, that all external doorways and immediate surrounding areas are clean and free from litter and that litter receptacles are emptied. Cleaning of ground floor drains and gullies.
22. Clearing broken glass from any area as required
23. To be conversant I the use of chemicals used in connection with the cleaning activity and in particular should ensure that COSHH regulations are followed at all times.
24. To clear from hard surfaced areas hazardous materials (eg glass, debris, spillages,) for safety reasons and within the context of maintaining the building and its grounds in a presentable manner.
25. To ensure premises are satisfactorily heated and lit
26. Any other such duties reasonably falling within the purview of the post that may be required from time to time by the Site Manager/Caretaker.

NB THE ABOVE IS NOT AN EXHAUSITVE LIST OF DUTIES AND OTHER DUTIES OF A SIMILAR NATURE MAY BE UNDERTAKEN FROM TIME TO TIME

SCHEDULE 1 – MAINTENANCE OF HEATING, LIGHTING AND ANCILLARY SYSTEMS

1. LIGHTING

- a) Replacement of tubes, starters, diffusers within a safe working heights as determined by the Health & Safety at Work Act
- b) Reporting of any defects in the lighting system to the Headteacher or nominated person in accordance with agreed procedures.

2. HEATING

- a) Ensuring that the boiler and heating systems are operational.
- b) Maintaining adequate fuel supplies and ensuring that replenishment orders are issued in good time and for sufficient quantities.
- c) Reporting any defects or failures in the heating system to the Site Manager/Caretaker in accordance with agreed procedures.

3. FIRE ALARMS

- a) Awareness of all fire alarm call-points, ensuring that all fire alarm break glasses are in good condition. Replacement of break glasses as required.
- b) Check that fire alarm system is fully operational.

4. FIRE FIGHTING EQUIPMENT

Check that fire fighting equipment is correctly located and that all extinguishers, hoses, caps and containers have not been tampered with. Ensure that any sand buckets are correctly filled and located. An annual inspection will be carried out by officers of the Technical Services Department. Any defects in equipment should be reported to the Site Manager/Caretaker.

5. INTRUDER ALARM SYSTEM

When setting the alarm system, check that all zones are fully functional. Any defects detected should be reported to the appropriate alarm company. Notification should be made to the Site Manager/Caretaker of the call-out.

SCHEDULE 2 – HANDY PERSON DUTIES

The Cleaner in Charge/Assistant Caretaker will be responsible for undertaking such repairs of a minor nature as may be required by the Headteacher, Site Manager/Caretaker or nominated representative.

This requirement will be confirmed within the general competence and experience of the postholder.

Although the exact nature of the work cannot be specified, the work will be that of a general handy person and not be a substitute for the employment of trained crafts persons. It would therefore be reasonable for a Cleaner in Charge/Assistant Caretaker to undertake minor

repairs either completely or as an instant remedy whilst awaiting the attendance of a trained craftsperson.

The following are examples of the type of repairs which the Cleaner in Charge/Assistant Caretaker may be required to undertake.

1. **PATCH PLASTERING**

Filling of small holes and cracks with polyfilla or plaster mix to make the area good.

2. **PAINTING**

Making good of areas on skirting boards and door frames, and to conceal blemishes on walls.

3. **BASIC JOINERY**

Tightening or replacing fastenings, handles etc on doors, windows and items of general furniture.

SCHEDULE 3 – SAFE ACCESS AND EGRESS

1. **SNOW**

Clearing of doorways and immediate lead-in path to a width of at least 3 feet or 12 metre, to allow free access and egress to and from the premises.

2. **ICE**

Covering of affected areas with rock salt/grit as required.

3. **FLOOD**

Removal of excess water by squeegee's or sweeping brushes or, if necessary, by wet & dry suction machine, to allow safe access and egress.

SCHEDULE 4 – VALVES, STOP TAPS AND OTHER CONTROLS

1. Ensure that valves and stop taps are free from seizure and in good working order.
2. Awareness of the location of trio fuses in case of emergency
3. Reporting any defects in fuse boards to the Site Manager/Caretaker in accordance with agreed procedures.

SCHEDULE 5 – HEALTH AND SAFETY

1. The Cleaner in Charge/Assistant Caretaker should notify the Site Manager/Caretaker of any defects or occurrences in or on the premises that could be deemed a Fire Precaution or Health and Safety issue.
2. The Cleaner in Charge/Assistant Caretaker may also be required to accompany the Health and Safety Representative around the site to assist in the clarification and reporting of any Fire Precaution or Health and Safety issues.

3. The Cleaner in Charge/Assistant Caretaker should make themselves aware of Section 23 entitled, "Caretaking Duties Method Statement"

SECONDARY DUTIES

- 1 To attend relevant training as and when required
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Headteacher or nominated representative in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by: _____ Date: _____

Agreed by Postholder: _____ Date: _____