

HAMPSHIRE COUNTY COUNCIL

Data Protection Act 1998. This form will enable us to process any information you contribute to the role profiling process and will be used by Hampshire County Council evaluation panels for job evaluation purposes. At a later date, the information will also be used in other personnel areas, e.g. performance development review, induction, and training and development Processing of information includes storage of records electronically and in hard copy format. Personal data will only be made available to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

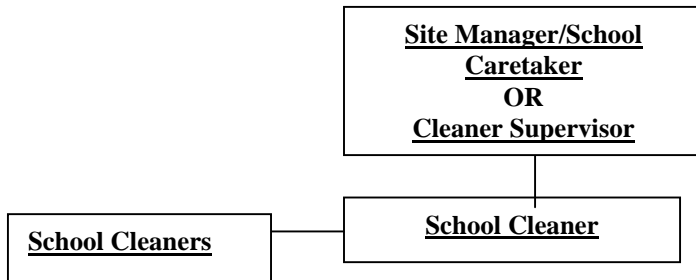
ROLE PROFILE FORM

Section A

Role profile ref:	02134
Department/Section:	Education – Schools
Role Title:	School Cleaner –Generic role profile
Reports To - (Supervisor/manager’s role title) :	Caretaker / Site Manager
Role Purpose: (why the role exists)	To ensure that designated areas of the school are kept clean, hygienic and safe to create a suitable environment for staff and pupils.

Section B Organisation

Please provide a simple line drawing indicating where the role sits within the organisation in the box below. (See guidance notes with regard to the use of formal organisation charts).



Section C

ROLE REQUIREMENTS

This involves identifying the most significant responsibilities of the role. Accountability statements are key functions of the role which in combination make up the main purpose.

Accountabilities	Accountability Statements	% of Time
Cleaning	<ul style="list-style-type: none"> Carry out a range of defined cleaning duties within a specific area, in line with agreed procedures and standards. 	
Maintenance	<ul style="list-style-type: none"> Maintain observation on maintenance requirements and report any deficiencies to Caretaker/ Cleaning Manager. 	
Health & Safety	<ul style="list-style-type: none"> Carry out risk assessment when moving furniture, ensure chemicals stored appropriately 	
Stock management/admin	<ul style="list-style-type: none"> Notify when stocks low 	
Security	<ul style="list-style-type: none"> Maintain observation of security of area of working and report any potential security breach to line manager 	
Corporate and statutory initiatives - equalities/health and safety/e-government/sustainability	<ul style="list-style-type: none"> Awareness of health and safety policy and practice as it applies to the post 	

Section D -The key decision making areas in the role

Determine cleaning priorities where appropriate, in accordance with the schools cleaning standards.

Section E - The role dimensions - financial (e.g. budgets) and non-financial (e.g. units, workload, customers/staff)

Responsible for cleaning a defined area of school.
 Areas of responsibility/size of cleaning area will vary with school size.
 Areas/Buildings may be on different levels or sites.

Section F - The main contacts – external/internal customer contacts and purpose

Headteacher – Manager; regular contact to discuss work priorities.
 Caretaker/Site Manger/Cleaner Supervisor – Supervisory Manager; daily contact regarding priorities and performance/standards.
 Other staff in the school-Regular: respond to requests for service provision eg cleaning specific areas which are particularly dirty

Section G - Working conditions – environment, and physical effort or strain.

Bad weather (i.e. rain, snow) increases the difficulty of the task considerably.

Physically demanding – use of heavy equipment (e.g. floor buffers)

Stretching to reach difficult/high areas.

Exposure to potentially dirty, unpleasant and hazardous areas eg toilets

Section H - Context/additional information

Severe recruitment and retention issues.

Crucial role; schools may be unable to educate pupils where the school is not cleaned to required standard, school closure could result.

PROGRESSION IN ROLE

Section I - Entry: Necessary role-related knowledge, skills and experience at selection

Ability to work as part of a team and on own

Section J – Initial induction/training required to become effective in the role

Estimated time to become operationally effective: 1 Week

Introduction to use of cleaning materials and tools.

Tour of school premises.

Health and Safety Issues; including security and COSHH regulations

Awareness of cleaning specification and standards required

Section K – Operationally effective: How would effectiveness in role be demonstrated?

Staff in school are happy with standards of cleanliness (positive feedback to Headteacher)

Section L - Adding value: What characteristics will the advanced role holder demonstrate?

Ensuring that high standards were set and maintained.

Possibility of deputising for the Caretaker/ Assistant Caretaker.