



**Brighton & Hove**

## **JOB DESCRIPTION**

**JOB TITLE:** Facilities Support Level A

**SECTION:** Schools

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### **Examples of Job Titles at this Level:**

Cleaner, Assistant Caretaker

### **PURPOSE OF JOB**

To work alone or within a team under the direction of the Headteacher or other nominated member of staff, providing an efficient service of cleanliness, ensuring that all assigned areas are cleaned to the standard required within set procedures in order to ensure a clean and safe learning environment for the pupils.

- No supervisory responsibilities
- Problems will be referred to supervisor
- All duties will be carried out within routine, recognised procedures

*Please note; All schools are organised differently. The range of activities required may be different in each school. This Job Description gives an overview of the level of work the postholder will be required to carry out, and examples of activities they may be required to undertake at this level.*

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### **PRINCIPAL ACCOUNTABILITIES**

- To promote and maintain cleanliness and tidiness, thus creating a pleasant, safe and hygienic working environment.
- To clean designated areas, in accordance with the building cleaning specification as directed by the Headteacher or designated nominee. This may include cleaning hallways, floors, removing graffiti as well as unpleasant and potentially harmful substances from surfaces.
- To use cleaning materials and equipment necessary to carry out duties including diluting and using cleaning chemicals as instructed with due regard to COSHH regulations.
- To operate cleaning machinery in accordance with instructions and within Health & Safety guidelines, and to keep such machinery in clean and safe condition reporting faults to managers.

- To collect and remove rubbish from work areas to a collection point as directed.
- To carry out emergency cleaning as required, resulting from accident, sickness, vandalism and fire.
- Window cleaning to a height of 3.5 metres from the ground internally in compliance with Health and Safety procedures at all times.
- Ensure all medical/clinical waste is sealed in appropriate coloured bags and made ready for collection (usually in Special Schools).
- To report defects such as faulty plugs, fuses etc to supervisor/manager.
- Take such measures as appropriate to protect the school and its contents.
- To comply with regulations relating to security and confidentiality
- To take appropriate Health & Safety precautions, where necessary, whilst carrying out duties thereby ensuring the personal safety of all staff, pupils and visitors.
- To uphold the Council's policies for anti-discriminatory practice and equality of opportunity.
- To uphold the Council's and other departments' Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

## PERSON SPECIFICATION

**POST TITLE:**        **Resource Support Level A**

**SECTION:**         **Schools**

### ESSENTIAL CRITERIA

**Job Related  
Education and  
Qualifications and  
Knowledge**

- A full on-the-job training and induction programme will be provided once the successful candidate has taken up appointment. No prior knowledge, experience or qualification could, therefore, be deemed necessary

**Skills/Abilities**

- Physical fitness, encompassing the ability to bend, stretch, lean, reach, carry heavy and awkward items and operate vacuum cleaners and floor mops
- The ability to work flexible hours
- Willingness to undertake necessary tasks of an unpleasant nature
- An aptitude for, and a willingness to be trained in modern cleaning methods and machinery (cleaning) operations
- Willingness to learn and keep up-to-date with Health & Safety procedures relevant to the role

**Equalities**

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy