

Directorate:	Children's Services	
Post Title	Chargehand Cleaner A1043	
Evaluation	354 Points	Grade: N3
Responsible to	School Business Manager	
Responsible for		
Job Purpose	Maintain the cleanliness of the school premises and their surrounding grounds, to ensure the delivery of the service is in accordance with customer service standards, policies and procedures. To secure the site premises on an evening. To provide holiday and sickness cover for Facility manager as required.	
Main Duties:	The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.	

Note: This Job Description applies only to schools that directly employ the jobholder.

- (1) Ensuring that the premises and furnishings are cleaned in accordance with agreed procedures, standards, methods and health and safety instructions, by undertaking cleaning.
- (2) To be responsible for the cleaning of the school site, maintaining good working relationships and team working, ensuring cleaning quality standards are in accordance with agreed procedures.
- (3) Dealing with general enquiries from staff, students and pupils, parents, officers and employees of the Authority, and members of the public.
- (4) Drawing the attention of the appropriate authorities via the School Business Manager or Facility Manager to any repairs or maintenance work that may be required.
- (5) To take delivery and arrange for storage of materials, stores and other goods. To maintain adequate supply of cleaning materials. To ensure that all related equipment and tools are in a safe working condition.
- (6) To complete all related paperwork, including cleaning staff timesheets and requisitions for stores and materials.
- (7) To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- (8) To assist in maintaining a healthy, safe and secure environment and to act in accordance with the School's policies and procedures.
- (9) The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.