



EASTERN GREEN JUNIOR SCHOOL

JOB DESCRIPTION

CLEANER GRADE 1

12.5 hours per week, 3.30-6pm daily

Job Purpose:

To undertake, normally as part of a team, the cleaning of designated areas within school to ensure that they are kept in a clean and hygienic condition.

Main duties and responsibilities:

1. Cleaning, washing, mopping, sweeping, buffing, vacuum cleaning of all designated areas.
2. Cleaning of toilets and emptying rubbish bins.
3. Polishing and dusting of the designated areas (may include toilet areas).
4. Cleaning windows, internal glass panels, fixtures and fittings, using where appropriate powered equipment and cleaning materials according to the agreed procedures.
5. Moving furniture and equipment to assist cleaning.
6. Open and lock doors as required, collecting and returning keys to the Site Services Officer or other supervisor.
7. Make sure that work is carried out to the standard required.
8. Act in accordance with the City Council's practice that clients are treated courteously.
9. Any other duties and responsibilities within the range of the salary grade.

All employees

The post holder must comply with Eastern Green Junior School's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure that they are aware of the signs that may suggest that a child is being abused or neglected
- To report to their manager any concerns they may have that suggest a child may be being abused immediately

Any further safeguarding responsibilities relevant to this post will be set out in the offer letter and written statement of particulars.

Responsible to: Headteacher

Line Manager: Site Services Officer

Date reviewed: June 2017

PERSON SPECIFICATION

Knowledge	<ul style="list-style-type: none">• Basic Health and safety principles• Cleaning techniques and use of equipment
Skills and abilities	<ul style="list-style-type: none">• Able to clean to a required standard• Able to understand and respond to verbal instructions• Able to work to varying deadlines• Able to lift and move heavy cleaning equipment and furniture e.g. floor polishers, vacuum cleaners etc.• Able to stand, bend and stretch to undertake cleaning duties such as cleaning, sweeping and vacuuming for the duration of the shift.• Able to work unsupervised• Able to work as part of a team• Able and willing to undertake training on basic health and safety in the cleaning environment• Able to adhere to the City Council's Equal Opportunities Policy
Experience	<ul style="list-style-type: none">• Experience of working with cleaning equipment and knowledge of cleaning techniques
Education	<ul style="list-style-type: none">• Basic literacy and numeracy skills
Special requirements	<ul style="list-style-type: none">• This post is exempted under the rehabilitation of Offenders Act 1974. Appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS).
Date reviewed	June 2017