

## Job Description

<b>Job title</b>	Cleaner
<b>Directorate:</b>	People Directorate
<b>Service:</b>	Special Schools
<b>Location:</b>	Tiverton School
<b>Grade:</b>	Grade 1
<b>Hours:</b>	15 hours per week

### **Job Purpose**

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

### **Duties and Responsibilities**

#### **Main Duties and Responsibilities:**

- Cleaning, washing, mopping, sweeping, buffing, vacuum cleaning of all designated areas.
- Cleaning of toilets and emptying rubbish bins.
- Polishing and dusting of the designated areas, (may include toilets and shower areas).
- Internal glass panels, fixtures and fittings, using where appropriate powered equipment and cleaning materials according to the agreed procedures.
- Moving furniture and equipment to assist cleaning.
- Open and lock doors as required, collecting and returning keys to Site Service Officer or other supervisor.
- Makes sure that work is carried out to the standard required.
- Act in accordance with City Councils practice that clients are treated courteously.
- Any other duties and responsibilities within the range of the salary grade.

There may be a requirement to carry out particular duties as the Headteacher/School Business Manager may reasonably direct from time to time

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 Coventry City Council'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.

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

#### **Guidance and Supervision**

- The post holder will work under the general guidance of the School Business Manager the Headteacher
- Professional Development review will take place with the Finance and Administration Manager and a member of the Senior Leadership Team.

#### **Notes**

- The exact focus of the role will be decided at school level and will take into account the needs of the pupils, the school and the development needs of members of staff
- The job description will be reviewed annually through the professional development review process

Date reviewed:

**Person Specification**

<b>Job title:</b>	Cleaner
<b>Directorate:</b>	People Directorate
<b>Service:</b>	Special Schools
<b>Location:</b>	Tiverton School
<b>Grade:</b>	

**Experience**

- Cleaning techniques and equipment

**Knowledge**

- Basic Health and Safety Procedures

**Skills and Abilities**

- Basic Health and Safety Principles
- Able to clean to a required standard
- Able to understand and respond to verbal instructions
- Ability to read and write for the purpose of understanding warning notices, etc. on cleaning chemicals and general information and completing basic forms such as timesheets, etc.
- 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 a team
- Ability and willing to undertake training on basic health and safety in the cleaning environment.
- Able to adhere to the school's Equal Opportunities Policy.

**Notes**

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.