

**Location:** Sherbourne Fields School

**Job Title:** Cleaner

**Job Number:**

**Directorate:** People

**Post Number:** 1006445

**Grade:** 1

**Hours:** 20 hours per week (38.6 weeks)

### Job Purpose:

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

### Main Duties and Responsibilities:

1. Cleaning (including tiles), 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, (including toilets, hygiene suites, shower areas and pool changing rooms).
4. Internal glass panels, fixtures and fittings, using where appropriate powered equipment and cleaning materials according to the agreed procedures.
5. Moving furniture/obstacles and equipment to assist cleaning.
6. Open and lock doors as required, collecting and returning keys to the supervisor.

7. Make sure that work is carried out to the standard required.
  8. Act in accordance with City Councils practice that clients are treated courteously.
  9. Any other duties and responsibilities within the range of the salary grade.
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All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

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.

**Responsible for:** N/A

**Responsible to:** School Business Manager

**Date Reviewed:** May 2025

**Updated:** May 2025


**Coventry City Council**
**Person Specification**

<b>Job Title:</b>	Cleaner	<b>Job Number:</b>	X9005L
<b>Directorate:</b>	People	<b>Post Number:</b>	
<b>Service:</b>	Schools	<b>Grade:</b>	Grade 1
<b>Location:</b>	Sherbourne Fields		

Area	Description	Criteria will be measured by:
<b>Knowledge:</b>		
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Able to clean to a required standard.</li> <li>• Able to understand and respond to verbal instructions.</li> <li>• Ability to learn to read and write for the purposes of understanding warning notices etc. on cleaning chemicals and general information and completing basic forms such as timesheets, etc.</li> <li>• Able to lift and move heavy cleaning equipment and furniture, e.g. floor polishers; vacuum cleaners, etc.</li> <li>• Able to stand; bend and stretch to undertake cleaning duties such as cleaning; sweeping and vacuuming for the duration of the shift.</li> <li>• Able to work unsupervised.</li> <li>• Able to work as a team.</li> <li>• Ability and willing to undertake training on basic health and safety in the cleaning environment.</li> <li>• Able to adhere to the City Council's Equal Opportunities Policy.</li> </ul>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Evidence at interview / medical clearance</p> <p>Interview/medical clearance</p> <p>Interview and references</p> <p>Interview and references</p> <p>Interview</p> <p>Interview</p>

<b>Experience:</b>	<ul style="list-style-type: none"><li>• Background of industrial or school environment which highlights cleaning or similar level.</li></ul>	
<b>Educational:</b>		
<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li></ul>	

**Date Reviewed:** May 2025

**Updated:** May 2025