



## Job Description

**Job Title:** Cleaner  
**Directorate:** People  
**Service:** People's Directorate  
**School:** Hillfields Nursery School

**Job Number:**  
**Post Number:**  
**Grade:** 1

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, 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 toilets and shower areas).
4. 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 site services officer or other supervisor. Setting alarms where required.
7. Makes 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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The post holder must comply with Coventry City Council's Health & Safety and Equal Opportunities Policy. The post holder 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.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars.**

## **Support for Hillfields Nursery School**

1. Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection. Report all concerns to the appropriate person.
2. Contribute to the overall ethos/working/aims of Hillfields Nursery School.
3. Participate in training, other learning activities and performance development (including appraisal) as required.
4. Attend and participate in relevant meetings as required.
5. Any other duties commensurate with the duties /responsibilities/ grade of the post

**Responsible to:** Office Manager

**Date Reviewed:** April 2021

Signed: ..... Cleaner                      Date: .....

Signed:..... Office Manager              Date: .....

## Person Specification

<b>Job Title:</b>	Cleaner	<b>Job Number:</b>	
<b>Directorate:</b>	People's Directorate	<b>Post Number:</b>	
<b>Service:</b>	Early Years & Childcare Service	<b>Grade:</b>	1
<b>School:</b>	Hillfields Nursery School		

Area	Description
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<b>Knowledge:</b>	- Basic health and safety principles
	- Cleaning techniques and equipment

<b>Skills and Abilities:</b>	- Able to clean to a required standard.
	- Able to understand and respond to verbal instructions.
	- Ability 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.
	- 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 City Council's Equal Opportunities Policy.

<b>Experience:</b>	- Cleaning techniques and equipment
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<b>Educational:</b>	-
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<b>Special Requirements:</b>	- This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).
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**Updated:** September 2019