

# **LITTLE HEATH PRIMARY SCHOOL**

## **Job Description**

### **Cleaner - Grade 1**

#### **Job Purpose:**

Under the direction of the SSO and Cleaner in Charge, undertake the cleaning of designated areas within the school, to ensure that it is 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.
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.

## All employees

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.