

**Vacancy Reference No:****Job Title:** Cleaner**Directorate:** Children, Learning and Young People      **Post Number:** 1023423**Service:** Schools      **Grade:** Grade 1**Location:** Willenhall Community Primary School      **Hours:** Part-time, term-time only  
plus 5 staff training days

## Job Purpose

To ensure that a high level of cleanliness, hygiene and presentation is maintained throughout the school environment and that the needs of the school community are met, by working as part of a team to deliver an efficient, effective and professional cleaning service.

To ensure that all aspects of health and safety are proactively and effectively managed within the school site and that any hazards are quickly identified and rectified.

## Duties and responsibilities

1. Carry out cleaning duties to the standards required by the school, including but not limited to:
  - a. Cleaning allocated areas of the school site
  - b. Vacuuming carpeted areas and washing floors
  - c. Sweeping and mopping uncarpeted areas
  - d. Emptying and cleaning bins, including disposing of waste
  - e. Spot cleaning of spillages
  - f. Cleaning desks, seats and skirting boards
  - g. Cleaning of sanitary fixtures and fittings, including toilets, hand basins and showers and replenishing toiletries such as toilet paper, soap, paper towels, sanitisers etc.
  - h. Cleaning doors, windows and other glazed areas of the school such as glass balustrades
  - i. Checking stock levels of cleaning materials
2. Move furniture and equipment to assist in cleaning in accordance with safe manual handling practices.
3. Unlock and lock internal and external doors and windows as required, ensuring that the premises are left secure and keys are stored securely.
4. Report any faults, defects or required repairs that are identified in relation to furnishings or premises immediately to the Site Services Officer, particularly where a risk to health and safety may arise.
5. Help to ensure that all tools and equipment are maintained in a clean, safe and serviceable working condition, requesting repair or replacement where required.
6. Utilise cleaning consumables in accordance with training provided and help to ensure that adequate supplies are maintained.
7. Ensure that all tools, equipment and consumables are used and stored safely, securely and in compliance with Care of Substances Hazardous to Health (COSHH).
8. Carry out all duties safely with due regard for the health and safety of others and yourself, ensuring

- that health and safety training, best practice and school protocols are adhered to at all times.
9. Be courteous and professional in all interactions with learners, colleagues and other members of the school community including visitors.
  10. Where requested maintain records of work carried out.

*NB: All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement and progress. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.*

**The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-**

- To promote and safeguard the safety and welfare of children and young people
- 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**

**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

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

**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.**

**Willenhall Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**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 if police records via**

## Disclosure and Barring Service (DBS)

**Responsible to:** Senior Site Services Officer

**Date Reviewed:** July 2023

<b>Person Specification</b>			
<b>Job Title:</b>	Cleaner		
<b>Directorate:</b>	Children, Learning and Young People	<b>Post Number:</b>	1023423
<b>Service:</b>	Schools	<b>Grade:</b>	Grade 1
<b>Location:</b>	Willenhall Community Primary School	<b>Hours:</b>	Part-time, term-time only plus 5 staff training days

<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"><li>• Knowledge of cleaning operations</li><li>• Experience of working in a school environment</li><li>• Awareness of Child Protection</li><li>• Knowledge of relevant Health &amp; Safety issues</li><li>• Understanding of the boundaries of confidentiality</li></ul>
<b>Skills</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 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>• Ability to work on own initiative as well as part of a team</li><li>• Able to communicate effectively to receive and pass on information and instructions</li><li>• Able to engage and show flexibility in carrying out work in light of changing school needs</li><li>• Ability to work within time constraints and prioritise tasks according to the needs of the school</li><li>• Able to follow set procedures for different incidents, particularly in the case of fire, evacuation or accidents, in a controlled and systematic way</li><li>• Good understanding of Health and Safety standards</li><li>• Ability to provide training and guidance to staff on standards, in particular COSHH</li><li>• Ability to undertake patterns of work as determined by the school</li><li>• Punctual and able to fulfil duties in a responsible manner</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Previous experience of school cleaning procedures and expectations</li></ul>

<b>Qualifications / Educational</b>	<ul style="list-style-type: none"><li>• Certificates, qualifications or training in relevant Health and Safety, first aid, infection control and manual handling procedures</li><li>• A willingness to participate in in-service training and professional development</li></ul>
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