



Coventry City Council

Job Description

Vacancy Reference No:

Job Title:

Cleaner in Charge

Job Number:

Department/Directorate:

People

Post Number: 000934

Division/Section/Group/Team:

Schools/Education

Grade: 3

Location:

Sowe Valley Primary School

Job Purpose:

To supervise a team of cleaners to achieve the cleaning specification, delivering a quality service and good customer relations.

Main Duties and Responsibilities:

1. Ensure that the cleaning specification is adhered to by regularly monitoring and checking the work of operatives under your control
2. Monitor regularly the activities of operatives under your control to ensure compliance with work programmes and priorities, effective utilisation of labour, machinery and other resources, satisfactory cleaning standards, and compliance with work specifications.
3. Ensure the prompt and appropriate remedial action is taken on any actual or potential problem, by bringing it to the attention of the School Business Manager as necessary.
4. Ensure that safe working methods are adopted at all times.
5. Ensure that all equipment and machinery on your site is maintained in a clean, safe and serviceable working condition.
6. Ensure that an adequate supply of stock and materials on your site by liaison with the School Business Manager.
7. Ensure that all reports and returns, eg. overtime sheets, stores requests are submitted to the School Business Manager after checking them for accuracy.
8. Report all absenteeism and lateness to the School Business Manager on a daily basis.
9. Assess key areas and adjust staff as necessary to cover excessive sickness or absenteeism and personally cover as required in order to ensure the cleaning specification is adhered to.

10. Ensure that material stocks are issued and controlled and that equipment is stored in a safe and secure manner, reporting any deficiencies of stock and equipment to the School Business Manager.
 11. Lock and unlock internal and external doors as required ensuring that, where necessary, premises are left secure and keys are stored or kept as advised by the School Business Manager.
 12. Any other duties and responsibilities within the range of the salary grade.
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The post holder must comply with Sowe Valley'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.

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

Responsible for: Cleaning Staff

Responsible to: School Business Manager

Date Reviewed: July 2026



Coventry City Council

Person Specification

Job Title:	Cleaner in Charge	Job Number:	
Directorate:	People Directorate	Post Number:	000934
Service:	Education	Grade:	3
Location:	Sowe Valley Primary School		

Area	Description	:
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Knowledge:	<ul style="list-style-type: none"> • Basic health and safety in a building cleaning environment. 	
	<ul style="list-style-type: none"> • Equal opportunities in a building cleaning environment with particular regard for women, black people and people with a disability. 	
	<ul style="list-style-type: none"> • Stock and materials needed for a particular site. 	

Skills and Abilities:	<ul style="list-style-type: none"> • Able to clean and supervise a team to clean to a required standard. 	
	<ul style="list-style-type: none"> • Able to work and supervise a team of cleaners to varying deadlines. 	
	<ul style="list-style-type: none"> • Able to lift and move heavy equipment. 	
	<ul style="list-style-type: none"> • Able to bend and stretch on a regular basis. 	
	<ul style="list-style-type: none"> • Able to communicate face to face with customers and colleagues in a polite and courteous manner. 	
	<ul style="list-style-type: none"> • Able to maintain accurate records and complete the paperwork necessary for the site. 	
	<ul style="list-style-type: none"> • Able to work as part of a team. 	
	<ul style="list-style-type: none"> • Able to adhere to the City Councils Equal Opportunities Policy. 	
	<ul style="list-style-type: none"> • Able to supervise a team of staff organising, motivating, prioritising and checking timesheets, etc. 	
	<ul style="list-style-type: none"> • Able to train staff in the duties and tasks required to a high standard of cleanliness. 	

Experience:		
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Special Requirements:	<ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment. 	
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	<ul style="list-style-type: none">• This authority is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment ".	
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Date Reviewed:

Updated: July 2026