



Coventry City Council

## Job Description

**Vacancy Reference No:**

**Job Title:** Cleaner

**Job Number:**

**Directorate:** People

**Post Number:** 1004743

**Service:** Education

**Grade:** Grade 1

**Location:** Stoke Primary

**Job Purpose:**

Undertake, as part of a team, the cleaning areas within the school to ensure that they are kept in 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 showers 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 Cleaner in Charge or SSM.
  7. Make sure that work is carried out to the standard required.
  8. Ensure work is carried out courteously at all times.
  9. Use chemicals in accordance with procedures
  10. Any other duties and responsibilities within the range of the salary grade.
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## **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 co-operate 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 and safety and welfare.
- To report to their manager any health and safety concerns hazardous condition or defect in the health and safety arrangements.

## **All Employees**

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 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.

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.

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**Responsible for:** Cleaning

**Responsible to:** Site Services Manager (SSM)



Coventry City Council

## Person Specification

<b>Job Title:</b>	Cleaner	<b>Job Number:</b>	
<b>Directorate:</b>	People	<b>Post Number:</b>	1004743
<b>Service:</b>	Education	<b>Grade:</b>	Grade 1
<b>Location:</b>			

	Job Requirements
<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• Basic health and safety principles, including COSHH</li><li>• Cleaning techniques and equipment.</li></ul>

<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 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>
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<b>Experience:</b>	<ul style="list-style-type: none"><li>• Cleaning techniques and equipment.</li></ul>
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<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>
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