



GRADE:	2
RESPONSIBLE TO:	Site Services Officer, School Business Manager

Main purpose of role:

To undertake, normally as part of a team, the cleaning of designated areas within School premises to ensure that they are kept in a clean and hygienic condition.

Duties and Responsibilities:

- Cleaning, washing, mopping, sweeping, buffing, vacuum cleaning of all designated areas.
- Emptying rubbish bins.
- Polishing and dusting of the designated areas.
- Cleaning of changing rooms, toilets and shower facilities, including replenishment of paper towels, toilet rolls and other disposables.
- Cleaning windows, fixtures and fittings, using where appropriate powered equipment and cleaning materials according to the agreed procedures.
- Moving furniture and equipment to assist cleaning.
- Open and lock doors as required, collecting and returning keys to Site Services Officer or other supervisor.
- Makes sure that work is carried out to the standard required by the school.
- Notify line management of any damage to buildings and equipment and to inform the Site Services Officer of matters requiring attention i.e. blocked toilets etc.
- Attend training courses as considered necessary by the management team.
- Act in accordance that clients are treated courteously.
- Any other duties and responsibilities within the range of the salary grade.

Person Specification:

Area	Description	Criteria will be measured by:
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Knowledge:	Basic Health & Safety in a Building Cleaning environment.	Application Form, Interview
	Basic knowledge of COSHH regulations.	Application Form, Interview
	Good hygiene.	Application Form, Interview

Skills and Abilities	Able to clean to a required standard.	Interview
	Able to follow manufacturers' instructions on the use of chemicals.	Interview
	Able to understand and respond to verbal and written instructions.	Application form, Interview
	Able to work to varying deadlines.	Application form, Interview
	Able to lift and move heavy cleaning equipment.	Interview
	Able to bend and stretch on a regular basis.	Interview

	Able to work without constant supervision.	Application form, Interview
	Able to work as part of a team.	Application form, Interview
	Able to adhere to the Council's Equal Opportunities Policy.	Application form, Interview

Experience:	Cleaning in a school/professional environment.	Application form, Interview
	Use of buffing and vacuuming equipment.	Application form, Interview

Educational:	Undergo appropriate training.	Application form, Interview
	NVQ in Cleaning.	Application form
	Good standard of literacy.	Application form

Other:

The post holder must comply with Coventry City Council's and the schools 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

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 Coventry City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Notes:

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Castle Wood 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 exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.