



Senior Cleaner Job Description Grade 3

Job Purpose

Oversee the cleaning of the school site through effective modelling, instruction and management of a team of cleaners to ensure high standards of cleanliness and hygiene on a daily basis

Main Duties and Responsibilities

Under the direction and control of the Premises Manager and School Business Manager:

- Co-ordinate, direct and monitor the cleaning team in their duties of dusting, mopping, sweeping, polishing, vacuuming, cleaning walls, floors, furniture, fixtures and fittings by use of manual and electrically powered tools and equipment.
- Ensure that safer working practices are adopted at all times.
- Making sure that the cleanliness and hygiene of the school is maintained at all times by modelling high expectations as a member of the cleaning team with your own designated area.
- Plan and deliver schedules for more specific needs such as a deep clean timetable fully utilising training days and holiday coverage.
- In conjunction with the Premises Team, induct and train staff in relation to expected standards and quality of general cleaning, Health and Safety requirements, particularly regarding the operation of equipment, manual handling and COSHH.
- Ensure that the cleaning specification is adhered to by regularly monitoring and checking the work of the cleaning team.
- Monitor regularly the activities of the cleaning team to ensure compliance with work programmes and priorities, effective utilisation of labour, machinery and other resources, high standards of cleaning and compliance with work specifications.
- In conjunction with the Premises Team and School Business Manager, review well-planned Health and Safety risk assessments documenting safe systems of work for use throughout the school by all cleaning staff.
- Liaise with the Premises Team on a daily basis to assess key areas and adjust staff as necessary to cover excessive sickness, lateness or absenteeism.
- Where necessary, personally cover as required in order to ensure that the cleaning specification is adhered to.
- Ensure that prompt and appropriate remedial action is taken on any actual or potential problem by bringing it to the attention of the Premises Team and/ or School Business Manager as necessary.
- Monitor working time, reporting all absenteeism and lateness to the School Business Manager on a daily basis.
- Monitoring and ensuring that supplies of cleaning equipment and materials are issued and controlled, alerting the Premises Team of what will be required to assist in the maintenance of stock levels.
- Working within the budget for cleaning stock and equipment though appropriate use.
- Monitoring equipment and ensuring it is clean and fit for purpose (cloths, dusters, mop heads), alerting Premises Manager for replacement of stock as needed.
- Opening and locking doors as required, collecting and returning keys to the appropriate location/ staff member.
- Making sure that work is carried out to a high standard.
- Ensuring that the school's values are maintained and that work is carried out courteously at all times.
- Ensuring that any concerns or emerging defects are reported to the Premises Team in a timely manner.
- Ensure that facilities such as toilets and kitchen spaces are cleaned and checked so that they are maintained to a high standard and equipped with the appropriate toiletries and products.
- Any other duties and responsibilities within the range of the salary grade.

There may be a requirement to carry out particular duties as the Premises Manager, Headteacher and/ or School Business Manager may reasonably direct from time to time.

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 (Data Protection Act 2018).

Professional Responsibility

- Undertake an annual review in line with the job description and identify any training needs
- Comply with the School's Code of Conduct and Staff Handbook as part of the terms and conditions of employment. It is the responsibility of the employee to read the Code and Handbook and adhere to the guidance within them.

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 their omissions
- Cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate training as required
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to their manager any health and safety concerns, hazardous condition or defect in health and safety arrangements.

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 that they are aware of signs that may suggest that a child or vulnerable adult is being abused or neglected
- Report to their manager, or other appropriate manager, any concerns they may have that suggest a child or vulnerable adult may be being abused or neglected immediately.

The post holder will work under the general guidance of the Senior Cleaner and Premises Manager, the headteacher and School Business Manager.

The exact focus of the role will be decided at school level and will take into account the needs of the pupils, the staff and the development needs of members of staff.

The job description will be reviewed annually through the professional review process.



Cleaner Person Specification Grade 3

Job Title: Cleaner	
Knowledge	<ul style="list-style-type: none"> • Basic health and safety principles • Cleaning techniques and equipment • Awareness of equal opportunities in a building cleaning environment • Awareness of child protection
Skills and Abilities	<ul style="list-style-type: none"> • Able to clean and to supervise a team to clean to a required standard. • Able to work with and supervise a team of cleaners to varying deadlines. • Able to supervise a team of staff organising, motivating, prioritising and checking timesheets etc. • Able to understand and respond to verbal instructions. • Able to train staff in the duties and tasks required to a high standard of cleanliness. • Able to read and write for the purposes of understanding warning notices etc. on cleaning chemicals and general information and for maintaining accurate records and paperwork necessary to the site. • Able to lift and move heavy cleaning equipment and furniture e.g. floor polishers, vacuum cleaners etc. • Able to stand, bend and stretch to undertake cleaning duties such as cleaning, sweeping, polishing, vacuuming for the duration of the shift. • Able to work unsupervised. • Able to work effectively as part of a team. • Able and willing to undertake training on basic health and safety in the cleaning environment. • Able and willing to undertake training on safeguarding and child protection. • Able to adhere to the City Council's Equal Opportunities Policy. • Able to use own initiative.
Experience	<ul style="list-style-type: none"> • Experience of cleaning techniques and equipment • Experience of working in a school setting.
Educational	<ul style="list-style-type: none"> • Certificates, qualifications or evidence of training in relevant Health and Safety, First Aid, infection control and manual handling procedures. • A willingness to participate in in-service training and professional development.
<p>Stivichall 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. The successful applicant's appointment will be subject to satisfactory Enhanced Disclosure from the Disclosure and Barring Service.</p>	

November 2022