

**Job Purpose:**

Undertake, normally as part of a team, the cleaning of designated areas within school to ensure that they are kept in a 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 shower 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 Site Service Officer or other supervisor. Setting alarms where required.
7. Makes sure that work is carried out to the standard required.
8. Act in accordance with City Councils practice that clients are treated courteously.
9. Any other duties and responsibilities within the range of the salary grade.

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 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.

Responsible for:

Responsible to: Headteacher (or designated Line Manager)

Date Reviewed: June 2017

Area	Description
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<b>Knowledge:</b>	Basic health and safety principles
	<input type="checkbox"/> Cleaning techniques and equipment

<b>Skills and Abilities:</b>	<input type="checkbox"/> Able to clean to a required standard.
	<input type="checkbox"/> Able to understand and respond to verbal instructions.
	<input type="checkbox"/> 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.
	<input type="checkbox"/> Able to lift and move heavy cleaning equipment and furniture, e.g. floor polishers; vacuum cleaners, etc.
	<input type="checkbox"/> Able to stand; bend and stretch to undertake cleaning duties such as cleaning; sweeping and vacuuming for the duration of the shift.
	<input type="checkbox"/> Able to work unsupervised.
	<input type="checkbox"/> Able to work as a team
	<input type="checkbox"/> Ability and willing to undertake training on basic health and safety in the cleaning environment.
	<input type="checkbox"/> Able to adhere to the City Council's Equal Opportunities Policy.

<b>Experience:</b>	<input type="checkbox"/> Cleaning techniques and equipment
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<b>Educational:</b>	<input type="checkbox"/>
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<b>Special Requirements:</b>	<input type="checkbox"/> 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 of police records via Disclosure and Barring Service (DBS).
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**Date Reviewed:** June 2017