

# HOLLYFAST PRIMARY SCHOOL

## CLEANER



*AIM high, GROW within and REACH beyond the stars* ★



**Location:** Hollyfast Primary School  
**Post:** Cleaner  
**Grade:** Grade 1 Spine point 2  
 £23656FTE (£8322 pro rata)

**Responsibility for:**

**Directorate:** People  
**Service:** Primary Schools  
**Duration:** Permanent – 39 weeks per year  
**Time:** 15 hours per week (times to be agreed)  
**Start date:** As soon as possible  
**Closing date:** 4<sup>th</sup> April 2025  
**Interviews:** 9<sup>th</sup> April 2025

**Responsible to Head Teacher**

- To be responsible to the Head Teacher and the Governing body as an effective member of the school’s staff team.
- To be responsible for securing the safety, welfare and good conduct of pupils in accordance with laid down procedures and practices of the Authority and under the direction of the Head Teacher, SLT and Site Services Officer.
- To report directly to the Senior Cleaner and Site Services Officer.
- To carry out the cleaning of the school buildings and ensure a high standard of cleaning of the school building on a daily basis.
- To ensure confidentiality is maintained at all times.

**Our School**

Thank you for taking the time to read through our Job Description for a Cleaner. We are a three-form entry primary school, based in the area of Coundon, Coventry. Due to an increasing demand for places, and a very positive reputation within the local area, the school has continued to grow in size. Being one of the largest schools in Coventry, we have a great opportunity to be an integral part of the local community. Although big in size and numbers, Hollyfast has a real family feel. We perceive this to be one of our strengths. Staff and children feel a sense of belonging and are extremely supportive of each other.

Mr Watson joined the school in January 2022 and has built a new team around him who all share the same values and passion for driving the school forward to encourage the children to “Aim High, Grow within and Reach beyond the stars”.

In a recent Ofsted Inspection, the school was rated as good, with inspectors noting that “Every day, happy pupils thrive, surrounded by love and care” and “staff feel that the school is well-led and managed. They value the support provided to them for their emotional well-being by caring leaders and dedicated governors”.



**The Post**

**Main Duties & Responsibilities**

- Cleaning, washing, mopping, sweeping, buffing, vacuum cleaning of all designated areas.
- Emptying rubbish bins.
- Polishing and dusting of the designated areas, (may include toilets and shower areas).
- 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.
- Monitor supplies of cleaning materials and equipment, alerting the SSO of what will be required to assist in the maintenance of stock levels.
- Ensure facilities such as toilets and bathrooms are cleaned and checked so that they are maintained to a high standard and equipped with appropriate toiletries and sanitary products.
- Liaise with SSO reporting any defects in a timely manner.
- Monitor equipment and ensure it is clean and fit for purpose (cloths, dusters and mop heads), alerting SSO for replacements of stock as required.
- Maintain awareness of and work within budgets for staff and equipment.
- Understand the needs and build relationships with all school staff, promoting the good reputation of the Schools

Cleaning Service.

- In liaison with the Site Service Manager, understand and follow security procedures, locking up when work is completed and reporting any breaches in security.
- Any other duties and responsibilities within the range of the salary grade.

#### **Risk Management**

- Follow all Health and Safety procedures and policy, ensuring that support is provided was necessary to the practices within school.
- Ensure that all matters with regard to Health and Safety practices are related to the SSO, School Business Manager or Headteacher as necessary to ensure the safe practice within School.

#### **Professional responsibility**

- Undertake an annual review to discuss achievements in line with the job description and identify any training needs.
- Undertake any necessary training to ensure an up to date working knowledge of the support for teaching and learning.
- Attend relevant training courses to update knowledge and extend understanding within particular areas.
- To comply with the School's Professional Code of Conduct as part of the terms and conditions of employment and it is the responsibility of the employee to read the Code and all employees are responsible for their own actions.
- All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.
- 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.
- Any other duties and responsibilities within the range and salary grade.

**Our school is committed to safeguarding children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred list check.**

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, 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 Head Teacher, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

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).

**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 to:** Head Teacher