



Cleaner

Job Description

Job details

Job role: Cleaner

Hours of work: 12.5 hours per week, 3.15- 5.45pm Monday to Friday

Contract type: Term time only (38 weeks per year) Permanent

Start date: ASAP

Main purpose:

As a Cleaner at John Gulson Primary School the core purpose of the job is to be responsible, under the direction of the Site Service Officer and work as a member of the team, to provide an efficient and effective cleaning service, ensuring high standards of cleanliness and adhering to health and safety procedures. You will be allocated an area within school to work in however this is subject to change at any time and you will be required to adjust normal duties in the event of absences.

Main Duties and Responsibilities:

1. Cleaning, washing, mopping, sweeping, buffing, vacuum cleaning of all designated areas using allocated cleaning products and equipment.
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. Make sure that work is carried out to the standard required.
8. To use cleaning materials appropriately and economically; to inform Site Manager when stocks are low.

9. To follow the appropriate instructions and COSHH regulations when using cleaning products and materials.
10. It may be necessary at times to clean bodily fluids, adhering to H&S procedures.
11. Maintain confidentiality
12. Attend training and meetings as required
13. Act in accordance with City Councils practice that clients are treated courteously.
14. 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.

Safeguarding Children and Safer Recruitment this school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The Cleaner plays a role in this within the school and the post is subject to enhanced DBS disclosure, and reference checks

Responsible for:

Responsible to: Headteacher (or designated Line Manager)

Date Reviewed: September 2026



Cleaner Personal Specification

Criteria	Qualities
Qualifications and training	Qualifications and training A willingness to participate in training related to the role. Basic reading and writing skills to read instructions/ follow H&S advice.
Experience and knowledge	Experience of undertaking a range of cleaning duties in a similar setting Working as part of a whole team, but also working independently Knowledge of H&S and COSHH
Skills and Abilities	To work at times without supervision Ability to identify hazards and respond appropriately, reporting when necessary Able to prioritise workload To communicate with other team members To clean efficiently
Personal qualities	Takes pride in own work Committed to ensuring high standards of cleanliness and hygiene Punctual and good attender Trustworthy and reliable

Date Reviewed: May 2023