



Coventry City Council

Job Description

Job Title:	Cleaner		
Directorate:	Education		
Service:	Cleaning	Grade:	2 pt 2
Location:	Earlsdon Primary School		

Job Purpose:

Undertake, normally as part of a team, the cleaning of designated area within a college, school or other establishment, 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/recycling/food ensuring correct bins are used.
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 caretaker or another 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 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.**
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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

Earlsdon School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS).



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Person Specification

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Area	Description
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Knowledge:	<ul style="list-style-type: none">• Basic health and safety principles
	<ul style="list-style-type: none">• Cleaning techniques and equipment

Skills and Abilities:	<ul style="list-style-type: none">• Able to clean to a required standard.
	<ul style="list-style-type: none">• Able to understand and respond to verbal instructions.
	<ul style="list-style-type: none">• 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.
	<ul style="list-style-type: none">• Able to lift and move heavy cleaning equipment and furniture, e.g. floor polishers; vacuum cleaners, etc
	<ul style="list-style-type: none">• Able to stand; bend and stretch to undertake cleaning duties such as cleaning; sweeping and vacuuming for the duration of the shift.
	<ul style="list-style-type: none">• Able to work unsupervised.
	<ul style="list-style-type: none">• Able to work as a team
	<ul style="list-style-type: none">• Ability and willing to undertake training on basic health and safety in the cleaning environment, as well as school special training.
	<ul style="list-style-type: none">• Able to adhere to the City Council's Equal Opportunities Policy.

Experience:	<ul style="list-style-type: none">• Cleaning techniques and equipment

Educational:	<ul style="list-style-type: none">•
	<ul style="list-style-type: none">•
	<ul style="list-style-type: none">•



Coventry City Council

..... Directorate
Human Resources

Special Requirements:	Our 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 candidate will be required to undertake an enhanced criminal record check via the DBS.
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Date Reviewed:

Updated: