

## Job Description

**Vacancy Reference No:****Job Title:** Cleaner**Job Number:****Directorate:** Coventry City Council**Post Number:****Service:** Services for Schools**Grade:** Grade 1**Location:** Joseph Cash Primary School**Job Purpose:**

To undertake, normally as part of a team, the cleaning of designated areas 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. Emptying rubbish bins.
3. Polishing and dusting of the designated areas, (may include toilets and shower areas).
4. Cleaning windows, 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 other supervisor.
7. Makes sure that work is carried out to the standard required by the Site Service Officer.
8. Act in accordance with DSO practice that colleagues are treated courteously.
9. Any other duties and responsibilities within the range of the salary grade.

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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.

**Responsible for:** Area to be determined after interview**Responsible to:** Site Service Officer**Line Manager:** School Business Manager**Date Reviewed:** May 2017

# Person Specification

<b>Job Title:</b>	Cleaner	<b>Job Number:</b>	
<b>Directorate:</b>	Coventry City Council	<b>Post Number:</b>	
<b>Service:</b>	Services for Schools	<b>Grade:</b>	Grade 1
<b>Location:</b>	Joseph Cash Primary School		

Area	Description	Criteria will be measured by:
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>Basic Health &amp; Safety in a Building Cleaning environment.</li> </ul>	Application/ Interview

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>Able to clean to a required standard.</li> </ul>	
	<ul style="list-style-type: none"> <li>Able to understand and respond to verbal instructions.</li> </ul>	Short test related to mixing cleaning agents
	<ul style="list-style-type: none"> <li>Able to work to varying deadlines.</li> </ul>	Interview
	<ul style="list-style-type: none"> <li>Able to lift and move heavy cleaning equipment.</li> </ul>	Short test related to cleaning equipment
	<ul style="list-style-type: none"> <li>Able to bend and stretch on a regular basis.</li> </ul>	Interview
	<ul style="list-style-type: none"> <li>Able to work without constant supervision.</li> </ul>	Application/ Interview
	<ul style="list-style-type: none"> <li>Able to work as part of a team.</li> </ul>	Interview
	<ul style="list-style-type: none"> <li>Able to adhere to the Council's Equal Opportunities Policy.</li> </ul>	Interview

<b>Experience:</b>	<ul style="list-style-type: none"> <li>Experience of cleaning in a corporate/commercial setting would be an advantage</li> </ul>	Application/ Interview

<b>Educational:</b>	<ul style="list-style-type: none"> <li>Basic literacy &amp; numeracy skills</li> </ul>	Short test related to mixing cleaning agents
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li> </ul>	

**Date Reviewed:** May 2017