



# Grange Farm Primary School

## Job Description

|                          |   |
|--------------------------|---|
| Coventry LA Directorate: | Children, Learning and Young People           |
| Job Title:               | Cleaner                                       |
| Grade / Pay Scale:       | Grade 1                                       |
| Line Manager:            | Site Services Officer (via Cleaner in Charge) |

Grange Farm Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

### Main Duties and Responsibilities

- Cleaning, washing, mopping, sweeping, buffing, vacuum cleaning of all designated areas
- Cleaning of toilets and emptying rubbish bins
- Polishing and dusting of the designated areas
- Internal glass panels, fixtures and fittings, using where appropriate powered equipment and cleaning materials according to the agreed procedures
- Moving furniture and equipment to assist cleaning
- Open and lock doors as required, collecting and returning keys to Site Service Officer or other supervisor
- Ensuring that work is carried out to the standard required

### Miscellaneous

At the discretion of the Line Manager or Headteacher, the post holder will be required from time to time to carry out other duties not specifically mentioned herein which are in accordance with the general level of the post. In addition, the duties of the post may be varied to meet changing circumstances of the school.

### Health and Safety

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.

### Safeguarding

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

### Equal Opportunities

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

### Data Protection

Duties which include processing of any personal data must be undertaken within the school and local authority's data protection guidelines.