

Job Description



Job Title:	Cleaner	Job Number:	
Directorate:	People	Post Number:	1018812
Location:	Southfields Primary School	Grade:	Grade 1
Work Pattern:	Term Time Only; Monday to Friday 3.00pm – 6.00pm (15 hours per week)		

Job Purpose:

As part of a team, to undertake thorough cleaning of designated areas within the school and to ensure that high levels of hygiene, cleanliness and presentation are maintained.

Main Duties and Responsibilities:

Under the direction and supervision of the Site Services Officer:

1. Cleaning, washing, mopping, sweeping, buffing and vacuum cleaning of all the designated areas in the school;
 2. Ensuring all toilets and washroom facilities are cleaned to a high standard and that appropriate toiletries are replenished as necessary;
 3. Emptying of rubbish and recycling bins;
 4. Polishing and dusting designated areas;
 5. Cleaning internal glass panels and fixtures and fittings;
 6. Using, where appropriate, powered equipment and cleaning materials according to the agreed procedures;
 7. Monitoring supplies of cleaning materials and equipment and alerting the Site Services Officer if stocks are low or equipment faulty;
 8. Ensuring that the work is carried out to a high standard;
 9. Ensuring that confidentiality is maintained at all times;
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10. Any other duties and responsibilities that are deemed to be within the scope of the job and within the salary range.

Additional

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.

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: Headteacher / Site Services Officer

Date Reviewed: Sep 2019

Updated: Sep 2019

Person Specification

Job Title:	Cleaner	Hours:	TTO; 15 hrs per wk
Directorate:	People	Post Number:	1018812
Location:	Southfields Primary School	Grade:	Grade 1

Area	Description
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Knowledge:	<ul style="list-style-type: none"> • Knowledge of cleaning techniques and practices
	<ul style="list-style-type: none"> • Basic health and safety principles
	<ul style="list-style-type: none"> • Awareness of Child Protection
	<ul style="list-style-type: none"> • Understanding the boundaries of confidentiality

Skills and Abilities:	<ul style="list-style-type: none"> • Able to clean to a high 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 and instructions on cleaning chemicals and equipment
	<ul style="list-style-type: none"> • Able to lift, move and operate cleaning equipment such as floor polishers and vacuum cleaners; ability to move small items of furniture to clean under/around, if required
	<ul style="list-style-type: none"> • Physically able to bend, stretch etc in order to undertake cleaning duties such as mopping, sweeping and vacuuming for the duration of the shift
	<ul style="list-style-type: none"> • Able to work unsupervised and on own initiative as well as part of a team
	<ul style="list-style-type: none"> • Able to communicate effectively in order to receive and pass on information and instructions
	<ul style="list-style-type: none"> • Able to work within time constraints and prioritise tasks according to the needs of the school
	<ul style="list-style-type: none"> • Ability and willingness to undertake training on basic health and safety in the cleaning environment
	<ul style="list-style-type: none"> • To be punctual and able to fulfil duties in a responsible manner
	<ul style="list-style-type: none"> • Able to adhere to the City Council's Equal Opportunities Policy

Experience:	Previous experience of cleaning techniques and the use of cleaning equipment in a work environment, ideally in an educational setting.
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Educational:	
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Special Requirements:	The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
	This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Therefore, appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure & Barring Service (DBS).

***Date Reviewed:** September 2019*