

Job Description & Person Specification: Cleaner



Job Title: Cleaner
Salary: Grade 1, SCP 3
Hours: Part Time / Term Time Only + 4 Weeks (43 Weeks)
Reporting to: Site Supervisor

Job Description

Purpose of the Job:

To provide a clean, safe, and hygienic environment for pupils, staff, and visitors by carrying out cleaning duties throughout the school premises in line with health and safety standards.

Main duties:

- Clean classrooms, corridors, offices, toilets, changing rooms, halls and communal areas.
- Sweep, mop, vacuum and buff floors.
- Empty bins and dispose of waste appropriately.
- Clean and sanitise toilets, sinks, and washroom facilities.
- Dust and wipe furniture, fixtures, skirting boards and surfaces.
- Replenish consumables such as soap, toilet rolls and paper towels.
- Clean internal glass, doors and windows where required.
- Report any maintenance issues, damages, or health and safety concerns to the Site Supervisor.
- Use cleaning equipment and materials safely and in accordance with COSHH regulations.
- Ensure all cleaning equipment is stored safely after use.
- Lock and secure designated areas where required.
- Support deep cleaning activities during school holidays when required.

Support for School:

- Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
- Follow safeguarding and security procedures at all times.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in relevant meetings as required.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Cleaner will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person Specification

Essential Requirements

- Good understanding of cleaning methods and hygiene standards.
- Ability to work independently and as part of a team.
- Reliable, punctual, and trustworthy.
- Good attention to detail.
- Ability to follow instructions and health & safety procedures.
- Physically capable of carrying out manual cleaning duties.
- Commitment to safeguarding and promoting the welfare of children.

Desirable Requirements

- Experience working within a school environment.
- Knowledge of COSHH regulations.
- Basic understanding of safeguarding procedures.
- Experience using industrial cleaning equipment.

Skills & Competencies

- Time management
- Teamwork
- Communication skills
- Attention to detail
- Reliability and professionalism
- Awareness of hygiene standards