

## Model Job Description

Job Title	Cleaner	School	Wollescote Primary School
Post Number	SCH081S		
Grade	1	Salary	FTE £24,796 Actual salary for 12.5 hours (£8,247.63)
Reports To	Caretaker Ashley Hill		

### Purpose of the Job

Cleaners are responsible for a wide range of cleaning duties and responsibilities, which include ensuring that areas of work allocated are cleaned to the required standard/specification, which would normally include the following:

### Main Activities

1. Thoroughly cleaning areas to the required specification, as directed, using correct techniques and cleaning equipment.
2. Safe removal of litter and waste to allocated disposal points, taking particular care with liquids, broken glass or other substances, which may be unsafe to other staff or pupils.
3. Locking and unlocking windows and doors as directed.
4. Undertaking training in use of methods, materials and equipment, as instigated by your Supervisor.
5. Working safely using correct warning signs, protective clothing and safety equipment, being mindful of hazards to other staff and pupils. Compliance with the Health & Safety practices of the School.
6. Replenishing supplies of toiletries, plastic bags etc., as directed.
7. Ensuring all containers of cleaning agents are correctly labelled before use and are used safely and in compliance with manufacturers written instructions and that all chemicals are securely stored away when not in use.
8. Emptying vacuum cleaners and buffer vacuum bags at the end of **each** session. Cleaning and checking all equipment used after use, checking cables for wear and tear and storing away in a suitable safe area. Notifying supervisor of any faults found.

9. Ensure mops, cloths etc., are washed and left to dry as appropriate at the end of each session.
10. Reporting immediately to your Supervisor any defective electrical sockets, lighting, vandalism etc., in your cleaning area.
11. Ensuring Supervisor is aware of low stock levels of materials and equipment for which you are responsible.
12. Assist in keeping chemicals and cleaning materials and equipment storage areas in a clean and tidy condition.
13. Covering on a rota basis for absent colleagues when required, which may involve some change in hours/times.
14. Any other related duties, as directed by your Supervisor.

Special Conditions

**We are committed to safeguarding and promoting the welfare of the children; therefore, the post is subject to medical clearance and an enhanced DBS check under the Rehabilitation of Offenders Act 1974**

Car Allowance

Prepared By  
(Head teacher)

Lynne Hudson

Review Date

December 2026

# Model Person Specification

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## Criteria (Essential)

### Experience

- Undertaking cleaning in a professional / work environment
- Use of buffing / vacuuming equipment

### Qualifications / Training

- Willing to undergo appropriate training

### Practical skills

- Ability to understand and comply with work instructions (written and verbal)
- Methodical approach to cleaning
- Ability to follow manufacturers' instructions with regard to cleaning chemical usage

### Personal qualities and attributes

- Flexibility
- Methodical
- Neat
- Practical
- Capable of moderate physical activity
- Ability to follow Health & Safety procedures
- Able to deal with all types of cleaning in all areas of the school, which may involve dealing with excrement and vomit on occasion (suitable protective clothing will be supplied)

### Other

- Ability to identify your own training needs and willingness to participate in training and development opportunities.
- To comply with the Schools commitment, policies and procedures in relation to the protection and safeguarding of children.