

Cleaner – Job Description

Job Title

Cleaner

School

Dawley Brook Primary
School

Post Number

SCH0181S

Grade

1; SCP 3

Salary

£13.28 per hour
(NJC 2026)

Reports To

SITE MANAGER

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.
- To provide a clean and pleasant environment in order to facilitate the effective use of the school by those staff and pupils who occupy it.
- To maintain cleanliness in order to prevent any health risks from occurring

Main Activities

1. Thoroughly cleaning areas to the required specification, as directed, using correct techniques and cleaning equipment.
2. To clean specified areas of the school to the required standard, as instructed: washing floors, surfaces, fixtures and fittings and walls up to a safe height (i.e. that can be reached without standing on steps, chairs etc.); cleaning inside windows up to a safe height (i.e. that can be reached without standing on steps, chairs etc.); sweeping and vacuuming floors; polishing and dusting surfaces and furniture; cleaning toilets and shower areas;
3. 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
4. Locking and unlocking windows and doors as directed.
5. Undertaking training in use of methods, materials and equipment, as instigated the Site Manager.
6. 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 and DMBC Cleaning Manual & Procedures.

7. Replenishing supplies of toiletries, plastic bags etc., as directed.
8. 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.
9. 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.
10. Ensure mops, cloths etc., are washed and left to dry as appropriate at the end of each session.
11. Reporting immediately to the Site Manager any defective electrical sockets, lighting, vandalism etc., in your cleaning area.
12. Ensuring the Site Manager is aware of low stock levels of materials and equipment for which you are responsible.
13. Assist in keeping chemicals and cleaning materials and equipment storage areas in a clean and tidy condition. Covering on a rota basis for absent colleagues when required, which may involve some change in hours/times.
14. To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
15. To undertake health and safety duties commensurate with the post and/or as detailed in the DMBC Health and Safety Policy.
16. Any other related duties, as directed by the Site Manager or Headteacher.

Special Conditions

This post is subject to an Enhanced with Barring DBS Check

Car Allowance

NA

Prepared By

Business Manager

Review Date

September 2026

Cleaner - Person Specification

Job Title	CLEANER	School	Dawley Brook Primary School
Post Number	SCH081S		
Grade	1; SCP 3	Salary	£13.28 per hour (NJC 2026)

Criteria

Assessment By

Application Interview Test

Experience

- None necessary as full training will be given in-house
- Experience of using cleaning equipment i.e vacuum cleaners

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Qualifications / Training

- A good general level of education

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Practical Skills

- Ability to understand and comply with work instructions (written and verbal)
- Methodical approach to cleaning
- Ability to follow manufacturer's instructions with regard to cleaning chemical usage
- Able to deal with all types of cleaning which may include excrement and vomit on occasions

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Personal Qualities and Attributes

- Flexible
- Methodical
- Practical
- Capable of moderate physical activity
- Able to apply health and safety procedures
- Capable and willing to work on own initiative
- Good attendance record
- Physically fit

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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.

Prepared By

Business Manager

Date

September 2026