Job Description/Person Specification

POST:	Cleaner
HOURS OF WORK:	15 hours per week, Monday - Friday 3.00pm - 6.00pm. Term-time only plus 3 (41 weeks per year)
APPOINTMENT:	Permanent
SALARY:	SCP 3 £13.28 per hour (£25,614 FTE)
REPORTING TO:	Operations Manager

MAIN PURPOSE

The Cleaner will:

- Be responsible for the safety, maintenance, and cleanliness of the entire primary school site. This role combines strategic compliance management with hands-on supervision to ensure a safe, hygienic, and welcoming learning environment for young children, staff, and visitors.
- Undertake general cleaning duties to provide a clean, hygienic and safe environment for teaching and other school activities.

DUTIES AND RESPONSIBILITIES

- Ensure the school complies with all Health & Safety legislation, including COSHH, asbestos management, and legionella testing.
- Oversee the daily closing and securing of all school buildings and grounds.
- Respond to out-of-hours emergency alarm activations as a primary keyholder.
- To carry out cleaning tasks set out in the Academy's cleaning schedule
- To use all cleaning materials and equipment in a safe and proper manner and in accordance with any instructions and specifications provided.
- To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the Operations Manager.
- To observe health and safety and security requirements.
- Ensure the site is secure during the day to prevent unauthorized entry or children leaving unescorted.
- Maintain primary-specific areas, ensuring playground equipment, sandpits, and outdoor learning spaces are safe and free from debris.

- To complete any appropriate records or documentation required by the Operations Manager.
- To ensure that work undertaken complies with stated requirements and undertake appropriate training, as required.
- To observe health and safety and security requirements.
- Take reasonable care for the Health and Safety of yourself and others, including adherence to 'lone working' guidelines.
- Monitor and take delivery of stores, goods and equipment including cleaning materials and arrange their safe storage and distribution as appropriate.
- Maintain staff and pupil toilet facilities ensuring they are in working order, ensuring appropriate supplies of consumables are available.
- To maintain good working relationships with other Academy staff and to cooperate with reasonable changes to daily work routines to assist the smooth operation of the Academy.
- To ensure that work undertaken complies with stated requirements and undertakes appropriate training, as required.
- Create detailed cleaning schedules and conduct regular hygiene inspections across classrooms, toilets, and communal areas.
- Plan and lead intensive deep-cleaning programs during school holiday periods.

ADDITIONAL DUTIES

- Use cleaning equipment, including buffing machines and cleaning chemicals, on a regular basis (training will be arranged as necessary)
- Seek out new resources that will improve the cleanliness and enhance the Academy
- Willing to carry out all reasonable cleaning tasks (including toilets) as directed by the Operations Manager
- Willing to work as part of a team but also prepared to undertake tasks independently

WHOLE-SCHOOL ORGANISATION, STRATEGY AND DEVELOPMENT

- Contribute to the development, implementation and evaluation of the Academy's policies, practices and procedures, so as to support the Academy's values and vision
- Make a positive contribution to the wider life and ethos of the Academy

HEALTH AND SAFETY

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our Academy's Safeguarding and Child Protection Policy
- Look after children who are upset or have had accidents

PERSONAL AND PROFESSIONAL CONDUCT

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside the Academy
- Have proper and professional regard for the ethos, policies and practices of the Academy, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Academy community
- Respect individual differences and cultural diversity
- To undertake continuous professional development
- To undertake annual safeguarding training

The Cleaner will be required to safeguard and promote the welfare of children and young people, and follow Academy policies and the staff code of conduct.

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 post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Principal or line manager.

This job description may be amended at any time in consultation with the post holder.

Last review date:	October 2026

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience	No formal qualifications or previous experience is required. Initial training in basic cleaning methods and the use of associated materials and equipment will be provided within the induction period and further training provided thereafter, as required.	
Skills and Knowledge	• Physical Fitness • Trustworthiness • Reliability • Self-motivation • The ability to work alone, without supervision, or as part of a team	• Understanding of cleaning chemicals and routines • Willingness to undertake training, possibly off site and to attend meetings required to satisfactorily carry out the above requirements

	• Awareness of the importance of following health and safety procedures and regulation	
Personal Qualities	• Ability to relate to and build good relationships with pupils, parents and colleagues • Willingness to work in a close team situation • Able to be flexible and adaptable • Positive attitude • Conscientious and hard working	• Committed to own continued professional development • A good sense of humour