



JOB DESCRIPTION	
SCHOOL	Sandwich Infant School
JOB TITLE	Cleaner with keyholder responsibilities
GRADE	Apl b
REPORTS TO	Assistant Headteacher
DATE	May 2025

JOB PURPOSE

To provide a high standard of hygiene and cleanliness throughout the School to ensure that it is well presented.

MAIN DUTIES AND RESPONSIBILITIES

- Provide a comprehensive cleaning service to include dusting, vacuuming, washing floors, emptying bins, etc. to ensure high standards of cleanliness and hygiene at all times
- Maintain clean toilets to ensure hygiene standards are met
- Ensure outside grounds are kept free from rubbish and debris so a clean and tidy appearance is maintained
- Replenish hand towels and toilet rolls, tidying grounds and unlocking and locking up the site to ensure the establishments needs are met
- To be a keyholder, ensuring the building is secured in the evenings after school closes, and undertake associated call out duties.
- Report any defects to a senior member of staff to ensure health and safety procedures are followed and to enable repairs to be carried out
- Ensure a tidy environment is maintained
- Undertake, during holiday periods, a complete 'spring' clean of all areas including window cleaning, moving furniture to clean behind it, skirting boards, varnishing wooden floors, shampooing rugs and carpets etc., to ensure all areas are clean and fresh.
- Attend training courses as required and assist in the training of other members of staff
- Comply with Health & Safety, Fire Regulations and other Aquila policies
- Work as part of the School Team

SPECIFIC CLEANING AREAS

- As per individually specified

ACCOUNTABILITIES

- That the school is a safe and welcoming environment and is a place where pupils are safe and able to learn

ADDITIONAL DUTIES AND RESPONSIBILITIES

- To note, report and action as necessary, on matters affecting the health and safety of persons the site.
- To undertake repairs and maintenance on furnishings and buildings.
- To keep paths, access points and entrances free of snow, ice and leaves.
- Periodically clean lamp shades and ledges, taking account of instructions given on working at heights.
- The reporting of defects in buildings, furniture, fittings and plant as required by legislations or the instructions of the headteacher.
- Maintain adequate stocks of caretaking and cleaning supplies.
- Wash and dry cloths in each classroom – ensuring the correct cloths are used for each specified purpose to avoid cross-contamination.
- Periodically clean interior windows

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- Ensure that all areas of the school are tidy and comply with health and safety expectations
- Take meter readings and upload to the relevant sites.
- Portage of goods and materials and movement of furniture and equipment as required.
- Accepting delivery of goods and materials for distribution and storage

The employee is expected to undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

The employee is expected to show a commitment to promoting the ethos and values of the school, as well as the wider trust.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.

Person specification: Cleaner with Keyholder responsibilities

CRITERIA	QUALITIES	ESSENTIAL OR DISIRABLE
Qualifications and Training	➤ Level 2 Award in Support Work in Schools	Desirable
	➤ First Aid	Desirable
Experience	➤ Security, including alarm systems	Desirable
	➤ Cleaning work	Essential
	➤ Working in a team	Desirable
Skills and knowledge	➤ Knowledge of Health and Safety Regulations	Essential
	➤ Knowledge of best cleaning practices	Essential
	➤ Knowledge of COSHH	Essential
	➤ Ability to work flexibly, independently and as part of a team	Essential
Personal qualities	➤ Willingness to clean any area of the school as requested by the supervisor	Essential
	➤ Commitment to acting with integrity, honesty, loyalty and fairness to	Essential

CRITERIA	QUALITIES	ESSENTIAL OR DISIRABLE
	<p>safeguard the assets, financial probity and reputation of the school</p> <p>➤ Willingness to participate in further training and development opportunities offered by the school</p> <p>➤ Commitment to maintaining confidentiality at all times</p> <p>➤ Take a personal responsibility for the standard of the work carried out</p> <p>➤ Able to work flexibly and out of school hours as required</p>	<p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Physical requirements	<p>➤ Be reasonably fit to carry out the duties of the job</p> <p>➤ Able to carry out some manual handling and lifting</p> <p>➤ Able to carry out work at high levels using appropriate equipment</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>

Print name (Employee)

Signed (Employee):

Dated:

Signed (Headteacher):

Dated: