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| Job Title: | Cleaner | | |
| Line Manager: | Senior Caretaker | | |
| Date: | September 2025 | CAT pay scales  Grade 2 , point 7 | £24,499 (Full Time Equivalent) |
| Hours: |  | 20 hours per week | 42 working weeks per annum. (This includes 3 additional weeks to the school term. Dates are agreed annual depending on the needs of the school).  48.7 paid weeks |
| Normal Working Hours  (to be agreed with LM) | 3.30 to 7.30pm | Monday to Friday |  |

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| 1 | PURPOSE OF JOB  To undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed. |
| 2 | PRINCIPAL ACCOUNTABILITIES   * Undertake cleaning of allocated areas in line with specified high standards and as directed. * Operate / use domestic and industrial cleaning equipment and materials, following appropriate training. * Store allocated equipment and materials safely and securely. * Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately. * Collect and dispose of waste. * Refill and replace soap, towels and other materials.   Individuals in this role may also undertake some or all of the following:  Undertake specialised cleaning programmes during school closures or other designated periods. |
| 3 | QUALIFICATIONS   * You will not need previous specific experience or qualifications. |
| 4 | EXPERIENCE   * Proven cleaning experience an advantage |
| 5 | SKILLS AND ABILITIES   * Use of a range of basic cleaning equipment, etc. * Able to communicate factual information politely and courteously. * Has everyday spoken skills e.g. face-to-face conversations. * Able to listen, observe and report information to supervisor. * Use of basic equipment or machinery. |
| 6 | KNOWLEDGE   * Understands and able to apply Health and Safety procedures relevant to the job such as:   + Manual handling.   + Safe use of machinery and/or equipment.   + COSHH.   + First Aid and Hygiene Practice.   + Lone working procedures and responsibilities. * Able to recognise and to deal with emergency situations. * Staff will be expected to have an awareness of and work within national legislation and procedures relating to Health and Safety. |
| 7 | HEALTH & SAFETY   * Employees have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Workers must co-operate with employers and co-workers to help everyone meet their legal requirements. |
| 8 | SAFEGUARDING   * All staff are responsible for the safeguarding of children in line with the school’s Safeguarding (Child Protection) Policy. All new staff will be provided with training to enable them to do so. |
| 7 | This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.  Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. |

**Cleaner – Person Specification**

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| 1. | The ability to communicate effectively with school staff, students and the wider community. |
| 2. | The ability to be patient and remain calm in challenging and busy situations. |
| 3. | A willingness to undergo relevant training, as required, in order to develop. |
| 4. | A willingness to promote and contribute to the happy atmosphere of the school. |
| 5. | To contribute and be a part of great team environment. |
| 6. | Be honest, reliable and approachable |
| 7. | To have a positive approach to problem solving. |
| 8. | An awareness of relevant school policies and procedures: e.g. Equal Opportunity, Behaviour Anti Bullying school rules, first aid, fire evacuation, Health & Safety and Child Protection |

**Personal Development**

• To assess development and training needs and discuss with line manager.

• To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.

• To keep own personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Headteacher and Business Manager.

The job description will be reviewed annually or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and copy held on personnel file.

Employee name: ………………………………………………………………………

Signed: …………………………………………………………. Date: ……………………