



## **Cleaner with Keyholder Responsibilities**

### **Job Description**

**Salary Range:** Endeavour MAT Grade 5 Point 16 (£27,300 FTE post)  
Actual salary will be pro-rata according to hours and weeks worked.  
Salary based on 20 hours per week for 41 weeks a year = £13,343 pa

**Responsible to:** Deputy Head of Premises & Estates

**Working pattern:** 20 hours a week, term time (plus Inset), plus 3 weeks (41 weeks total)  
Term time (by agreement at other times of the year):  
Morning Shift: 07:00 – 08:30  
Afternoon Shift: 15:30 – 18:00

### **Main Purpose**

To clean and maintain designated areas of the primary school to a high standard of cleanliness and hygiene, and to take responsibility for unlocking the site in the morning and securing it in the evening during term time. The post holder will work as part of the Cleaning Team under the direction of the Deputy Head of Premises & Estates and in co-operation with the Premises Assistant on a day to day basis.

### **Key Responsibilities**

#### Cleaning Duties (Primary School Focus)

- Clean classrooms, corridors, and communal areas used by young children, ensuring surfaces are hygienic and safe.
- Wipe down desks, chairs, and touchpoints such as door handles, light switches, and handrails.
- Clean and sanitise toilets and washrooms, with particular attention to child-friendly hygiene standards.
- Maintain cleanliness in early years areas including play zones, reading corners, and carpeted spaces.
- Clean shared spaces such as the school hall, dining areas, and staff room.
- Replenish consumables (toilet rolls, soap, hand towels) in all relevant areas.
- Support deep cleaning tasks during school holidays, including carpet shampooing, wall washing, and furniture cleaning.
- Report any defects, damage, or health and safety concerns to the Premises Assistant.

#### Site Access & Security Duties

- Arrive promptly to unlock all designated access points across the site.
- Disable alarms (where applicable) and ensure all areas are safe and secure for staff and pupils.
- During adverse weather (e.g., snow or ice), ensure that site access routes are gritted and safe for use, and assist with snow clearance as required.

- Conduct a visual inspection of key areas to identify any overnight issues such as damage, vandalism, or safety hazards.
- Ensure all staff and pupils have vacated the premises before initiating lock-up procedures.
- Secure all external doors, windows, and gates in accordance with site protocols.
- Perform a final sweep of the site to check for any remaining personnel, unsecured areas, or potential security risks.
- Activate intruder alarms and confirm successful arming of the system.
- Maintain vigilance for suspicious activity or unauthorised access during opening and closing routines.
- Follow safeguarding procedures when encountering unknown individuals on site.
- Liaise with the Premises Assistant or Deputy Head of Premises & Estates regarding any incidents, breaches, or concerns related to site security.
- Participate in basic security training or briefings as required.
- Be familiar with emergency contact procedures in case of alarm faults, break-ins, or other incidents.
- Know how to escalate issues to the Deputy Head of Premises & Estates or emergency services if needed.

The post holder may be required from time to time to undertake duties within the school as may be reasonably expected without changing the general character of the duties or the level of responsibility entailed.

### **Health & Safety**

- Manual handling
- COSHH (Control of Substances Hazardous to Health)
- First aid and hygiene practices
- Awareness of child-safe cleaning products and procedures

## Person Specification

The following outlines the criteria for this post.

### Essential Criteria

Area	Requirement
Experience	Previous experience in cleaning roles, preferably in an educational or childcare setting.
Skills & Abilities	Ability to carry out cleaning duties to a high standard. Able to follow schedules and instructions reliably. Capable of working independently and as part of a team. Good time management and punctuality. Able to identify and report safety or maintenance issues.
Security & Access	Trustworthy and reliable with key holder responsibilities. Able to follow site opening and closing procedures. Awareness of basic site security and safeguarding protocols.
Health & Safety	Understanding of manual handling and COSHH regulations. Awareness of hygiene standards, especially in environments with young children. Willingness to follow health and safety procedures.
Personal Qualities	Friendly and approachable. Discreet and respectful of confidentiality. Flexible and adaptable to changing needs. Commitment to maintaining a safe and clean environment for pupils and staff.

### Desirable Criteria

Area	Requirement
Experience	Experience working in a primary school or similar child-focused environment.
Training & Qualifications	COSHH training or certification. Basic first aid awareness. Safeguarding awareness or training.
Security	Experience with alarm systems or site security procedures.
Additional Skills	Ability to support deep cleaning tasks or use specialist cleaning equipment.

***As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.***

***School-based roles are exempt from the Rehabilitation of Offenders Act 1974 but you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).***

***Shortlisted candidates will be asked to self-declare any information that would make them unsuitable to work with children.***

***All offers of employment are subject to an Enhanced DBS check.***

