



Post Title	Cleaner
Responsible to	Premises Manager
Type	Term Time Only, dependent upon the needs of the School as deemed by the Headteacher.
Base	Pierview Academy
Job Purpose To maintain a clean, safe, and hygienic environment across all areas of ALP Pierview, ensuring that offices, meeting rooms, kitchens, and restrooms are kept to a consistently high standard of cleanliness.	
Key Tasks and Activities: Role Specific • Carry out general cleaning duties across all office spaces, meeting rooms, toilets, and kitchen areas. • Empty bins, replace liners, and ensure proper waste disposal. • Clean floors (vacuum, mop, sweep as appropriate). • Wipe down surfaces, desks, doors, and touchpoints. • Replenish consumables such as soap, hand towels, and toilet paper. • Maintain cleaning equipment in good working order and report any faults or shortages. • Follow health and safety guidelines, including COSHH procedures for cleaning materials. • Lock and secure premises (where applicable) after cleaning duties. • Perform additional cleaning tasks as requested by the supervisor.	

Key Performance Indicators

1. All assigned areas (offices, toilets, kitchens, corridors) are visibly clean, tidy, and hygienic after each shift
2. Cleaning performed safely and in compliance with ALP Pierview's H&S and COSHH policies.
3. Demonstrates professionalism, reliability, and respect toward colleagues and site users
4. Tasks completed within allocated time without compromising quality.

Expectations and Values

ALP Schools are committed to continuous learning and all staff are expected to engage in continuing professional learning and development. In common with all who work for the school, the postholder will also be expected:

1. Act as an ambassador for ALP Schools by supporting our values and expectations of learning within the community.
2. Be a significant presence and role model for learners and staff.
3. Follow and where appropriate enact all relevant policies, procedures and guidelines.
4. Contribute to development through team planning and review meetings.

All staff have a responsibility for providing and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

Special Factors:

1. The nature of the work will involve the post-holder carrying out work outside of normal working hours.
2. The post-holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
3. Expenses will be paid in accordance with the school policy.
4. This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.

The above responsibilities are subject to the general duties and responsibilities contained in the Written Statement of Particulars.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Equality and Diversity Statement

Parkview Academy is committed to achieving equality for all those who learn and work with us, and wishes to develop a fair and supportive environment, which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, colour, nationality, ethnic origin, gender, gender identity (transsexuality), marital or civil partnership status, disability, sexual orientation, religious or political beliefs, age, social class or offending background.

Staff in Human Resources play a critical role in developing, maintaining and supporting equality and diversity in employment. All staff have a legal and personal responsibility to uphold the School's policies.

Equality of opportunity is embedded in the recruitment and selection of staff, training, promotion, performance and development management, induction, probation, and communication and elsewhere. We endeavour to treat people fairly on the basis of individual need and to build a workforce which is diverse.

A variety of training courses, some mandatory, on equality and diversity are organised through our Staff Development.

Person Specification

Essential (E) Desirable (D)

Education and Qualifications

- To have achieved a qualification in English / literacy and mathematics / numeracy equivalent to at least a level 2 on the National Qualifications Framework. (E)
- Health & Safety awareness (COSHH, manual handling) (E)
- Recognised cleaning or hygiene qualification (e.g. NVQ Level 2 in Cleaning) (D)
- First Aid awareness (D)

Experience

- Previous experience in cleaning roles. (E)
- Experience working independently or unsupervised (E)
- Experience using cleaning machinery and materials safely (E)
- Experience in professional environments(E)

Knowledge, Skills and Abilities

- Attention to detail and thoroughness in cleaning tasks (E)

- Ability to follow schedules and complete tasks on time (E)
- Ability to work alone and take initiative (E)
- Good communication skills and ability to follow instructions (E)
- Time management and prioritisation skills (E)
- Flexibility to adapt to changing needs or tasks (E)
- Basic record-keeping (checklists, timesheets) (E)

Personality and Social Skills

- Reliable and punctual (E)
- Commitment to maintaining high cleaning standards (E)
- Positive attitude and willingness to learn (E)
- Team player who can also work independently (E)

Other Factors

- Flexibility to work occasional extra hours if needed (E)
- Eligibility to work in the UK (E)