

| JOB DESCRIPTION |   |
|-----------------|---|
| SCHOOL          | Eastchurch Church of England Primary School |
| JOB TITLE       | Cleaner with keyholder responsibilities     |
| GRADE           | APLa  |
| REPORTS TO      | Site Manager                                |
| DATE            | February 2026                               |

#### 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
- Cover for the Caretaker, in their absence, to include replenishing 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
- 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
- Undertake the general checking and cleaning of some parts of the establishment, as directed, and if required cover for any absence of the cleaner i.e. dusting, vacuuming, cleaning toilets, emptying bins, etc., to 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, etc., to ensure all areas are clean and fresh
- Attend training courses as required and assist in the training of other premises support staff as directed (First Aid)
- 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

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.

'They will soar on wings like eagles.' Isaiah 40:31

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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.



The Diocese of Canterbury Academies Trust

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Person specification: Cleaner with Keyholder responsibilities



| CRITERIA                           | QUALITIES   | ESSENTIAL OR DISIRABLE   |
|------------------------------------|---|--|
| <b>Qualifications and Training</b> | <ul style="list-style-type: none"><li>➢ Level 2 Award in Support Work in Schools</li><li>➢ First Aid</li></ul>  | Desirable<br>Desirable   |
| <b>Experience</b>                  | <ul style="list-style-type: none"><li>➢ Security, including alarm systems</li><li>➢ Cleaning work</li><li>➢ Working in a team</li></ul>   | Desirable<br>Essential<br>Desirable  |
| <b>Skills and knowledge</b>        | <ul style="list-style-type: none"><li>➢ Knowledge of Health and Safety Regulations</li><li>➢ Knowledge of best cleaning practices</li><li>➢ Knowledge of COSHH</li><li>➢ Ability to work flexibly, independently and as part of a team</li></ul>  | Essential<br>Essential<br>Essential<br>Essential                           |
| <b>Personal qualities</b>          | <ul style="list-style-type: none"><li>➢ Willingness to clean any area of the school as requested by the supervisor</li><li>➢ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li><li>➢ Willingness to participate in further training and development opportunities offered by the school</li><li>➢ Commitment to maintaining confidentiality at all times</li><li>➢ Take a personal responsibility for the standard of the work carried out</li><li>➢ Able to work flexibly and out of school hours as required</li></ul> | Essential<br>Essential<br>Desirable<br>Essential<br>Essential<br>Essential |
| <b>Physical requirements</b>       | <ul style="list-style-type: none"><li>➢ Be reasonably fit to carry out the duties of the job</li><li>➢ Able to carry out some manual handling and lifting</li></ul>   | Essential<br>Essential   |

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| CRITERIA | QUALITIES   | ESSENTIAL OR DISIRABLE |
|----------|---|------------------------|
|          | ➤ Able to carry out work at high levels using appropriate equipment | Essential              |

Signed (Employee): ..... Dated: .....

Signed (Headteacher): ..... Dated: .....