

**ST MARY'S CHURCH OF ENGLAND  
(Aided) PRIMARY SCHOOL**



***'Learning for life with God as our guide'***

**JOB DESCRIPTION FOR CLEANER**

<b>Date</b>	April 2026
<b>School</b>	St Mary's Church of England (VA) Primary School
<b>Post held</b>	Cleaner
<b>Salary scheme</b>	Kent Scheme A £26,168 pro rata
<b>Hours of Work</b>	3.15pm – 5.30pm 5 days a week – Monday to Friday (11.25 hours per week Term Time only)

**DUTIES:**

- Clean all toilets, sinks and water fountains.
- Sweep cloakroom floors.
- Sweep and mop all toilet floors.
- Re-fill paper towels, toilet rolls and soap dispensers in all toilets.
- Vacuum all carpeted areas in entrance and corridor.
- Clean classroom tables.
- Dust surfaces & computers.

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**PERSON SPECIFICATION FOR CLEANER**

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.**

**Requirements:**

- Ability to use a wide range of cleaning equipment and to follow the School's cleaning guidelines.
- Willing to carry out all reasonable cleaning tasks as directed by the Senior Management Team, Business Manager or Site Manager
- Willing to work as part of a team, but also prepared to undertake tasks independently.
- Willing and able to follow health and safety guidelines and training.
- Have a flexible approach and willing to use own initiative.
- Be punctual and reliable.
- Be aware of the importance of confidentiality & safeguarding procedures.
- Able to lift/move equipment.
- Able to communicate effectively both verbally and in writing where necessary.