

JOB DESCRIPTION	
JOB TITLE	Cleaner
GRADE	APLa
REPORTS TO	SLT/line manager
DATE	May 2026

Purpose of the Role

To maintain a high standard of hygiene and cleanliness throughout the school, ensuring the premises are well presented, safe and welcoming for pupils, staff and visitors.

Main Duties and Responsibilities

- Provide a comprehensive cleaning service including dusting, vacuuming, mopping floors and emptying bins to maintain high hygiene standards
- Clean and maintain toilets to ensure hygiene requirements are met
- Keep external areas free from rubbish and debris
- Report defects or health and safety concerns to a senior member of staff
- Undertake additional cleaning duties and provide cover for absent cleaning staff as directed
- Carry out deep cleaning tasks during school holidays, including windows, skirting boards and moving furniture
- Attend required training
- Comply with Health & Safety, Fire Regulations and Aquila policies
- Work flexibly as part of the School Team

Specific Cleaning Areas

- As individually specified

Accountability

- To ensure the school remains a safe, clean and welcoming environment where pupils are 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.

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, ensuring an environment that empowers pupils to achieve their highest potential.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.

collaborate | enrich | trust | innovate | aspire | nurture

Person specification: Cleaner

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below. Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Essential

- Reliable, trustworthy and hardworking
- Flexible and adaptable, with the ability to respond to the changing needs of the school
- Able to work independently and as part of a team
- Good attention to detail and pride in maintaining high standards of cleanliness
- Understanding of health, safety and hygiene standards in the workplace
- Willingness to undertake training as required
- Ability to maintain confidentiality and work professionally within a school environment

Desirable

- Previous cleaning experience (preferably in a school or similar setting)
- Experience of working with cleaning equipment and materials
- Knowledge of safeguarding responsibilities within a school setting

Print name (Employee):

Signed (Employee):

Dated:

Signed (Headteacher):

Dated: