



Chipping Ongar Primary School Job Description & Person Specification

Position: Cleaner

Job Title:	Cleaner
Scale:	Scale 2, Point 3 (Fringe)
Responsible to:	Caretaker

Job Purpose:	To contribute to the smooth running of the school, by carrying out a variety of domestic/cleaning tasks to a high standard and in Compliance with Health & Safety Regulations.
Duties & Responsibilities:	• To carry out and complete cleaning tasks in line with school's standards, policies and working specifications. • Areas to be cleaned to the Daily Work Schedule and to the standard contained within the cleaning regime, under the direction of cleaning supervisor, or management team. • To act on direction from the Cleaning Supervisor or management throughout the day, in a safe and purposeful manner. • To perform all tasks in a safe and hygienic manner. • To work with all members of the cleaning team and adopt a positive attitude and approach always. • To be able to work on your own in some aspects of the job and to be able to perform well under pressure. • To be able to resolve any issues without direct supervision. • To be able to prioritise and organise tasks and see them through to completion. • To maintain professional standards with both staff and students at all times. • To comply and follow the schools Health & Safety Rules for Safe Working and Chemical Handling. • Use the designated chemicals for each specific cleaning task, following the correct manufacturers recommended dilution ratios of cleaning materials. • Use the correct colour coded cleaning equipment. • Use the correct electrical equipment. • Use the supplied Personal Protective Equipment • Safely use chemicals under the C.O.S.H.H regulations • Ensure minimal wastage of materials. • To ensure all chemicals, cleaning equipment and electrical equipment



	• are stored and secured when not in use • To isolate and report to the Cleaning Supervisor all defective electrical equipment. • Ensure all matters regarding security, Health & Safety and building maintenance are reported to your Cleaning Supervisor.
General:	• Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment. • Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy. • Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.

PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	GCSEs or equivalent at least C/4 grade in English & Maths.	E
	First Aid Qualification.	D
Knowledge & Experience	Recent experience of working in a primary/secondary school.	E
	Experience of commercial Cleaning	D
Skills and attributes	Ability to exchange verbal information clearly with children and adults	E
	Ability to work under instruction	E
Personal qualities	Ability to manage own time effectively	E
	Ability to work unsupervised	E
Other	Committed to equality and diversity.	E
	Commitment to own continuous personal and professional development.	E
	Committed to our Health and Safety policies and procedures.	E
	Compliance to Data Protection Act 2018 and GDPR principles/ requirements.	E
	Committed to safeguarding and promoting the welfare of children and young people.	E



The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated Sept 2026.