

JOB DESCRIPTION

Job title: Cleaner (Maternity Cover)

Responsible to: Estates Manager

Hours: 20 hours per week (13:30 – 17:30), with flexible working during school holidays

Contract: Temporary – maternity cover.

Start: 9th June 2025 - Expected End: 31st December 2025

Salary: Col1 (FTE £23,952) - £14.09 per hour



Main purpose

As a member of a team of cleaners or as a lone worker, to undertake cleaning of specific areas of the school and facilities in order to maintain a high standard of cleanliness, hygiene and security of the school buildings and grounds at all times.

Duties will include cleaning, washing, sweeping, scrubbing, sanitising, shampooing, vacuum cleaning, polishing and dusting of designated areas as required.

Qualities

Hard-working with a 'can-do' attitude, an organised, practical and proactive team player who has the ability to work with all members of the school community.

It is the expectation that all members of staff will:

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, finance, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school-working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required

Main Duties and responsibilities:

- Undertake a set daily cleaning programme to ensure high levels of cleanliness throughout allocated area, to include
 - Sweeping
 - Dusting
 - Spot cleaning of spillages
 - Wiping furniture, ledges, pipes, paintwork, doors

- Mopping floors
- Emptying and cleaning bins
- Use of vacuum cleaners
- Replenishing janitorial supplies in toilets etc
- Checking and closing windows, switching off lights
- Operating cleaning machinery and other equipment appropriately and in a safe manner
- This post may involve occasional use of stepladders with due regard to the health and safety of both the employee and others
- Observing and reporting any damage that has occurred in toilets, classrooms and other areas on a daily basis
- Occasionally assisting other Site Staff as directed by the Estates Manager
- Annual deep clean of allocated area

This document outlines the current duties required and the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility entailed.

Person Specification:

| Attribute | Essential | Desirable |
|----------------------------|--|---|
| Education and training | | |
| Experience | - Cleaning duties | - Previous work in secondary education setting |
| Other skills and qualities | - High level of attention to detail - Self-motivated - Able to work unsupervised and deliver quality work - Ability to work effectively both alone and in a team - Good interpersonal and communication skills - Positive and approachable manner | - Understanding of health and safety requirement relating to cleaning |