DURHAM JOHNSTON
COMPREHENSIVE SCHOOL
DARE TO BE WISE

# Support Staff Job Description

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|---|---|---|---|
| **Name:** | **Vacant** | **Post:** | **Cleaner** |

At Durham Johnston Comprehensive School everyone's first responsibility is to work towards fulfilment of the school plan. While job descriptions vary, our common commitment to the welfare and success of our young people does not.

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| **Reporting to:** | Headteacher | | |
| **Contract:** | 1 year fixed term, whole time | | |
| **Working Time:** | 20 / 30 hours per week 6.00 – 8.00am, 1.00pm – 5.00pm, 3.00pm – 5.00pm (Monday – Friday) | | |
| **Grade:** | Grade 1 SCP 3 | **Salary:** | £25,614 (pro-rata) |
| **Disclosure level** | Enhanced | | |

**GENERIC DUTIES**

1. To promote the aims of the school plan.
2. To promote the smooth and effective functioning of Durham Johnston.
3. To participate in appropriate meetings.
4. To celebrate and encourage the achievements of the students.
5. To promote good order and discipline in school.
6. To liaise with colleagues where appropriate.
7. To take part in in-service training and performance management.
8. To promote a pleasant environment in school.
9. To follow procedures in the Staff Handbook.
10. To follow the procedures and instructions of the LA and the Governing Body.
11. To work at the reasonable direction of the Headteacher.

**DUTIES SPECIFIC TO THIS POST**

**Key Tasks**

- Ensuring all waste bins are emptied and refuse is removed and taken to the designated disposal point in order to ensure the site is clean and tidy and meets with health and safety requirements.
- Cleaning all furniture and fittings including ledges, pipe work and radiators, ensuring high standards of cleanliness and hygiene are met and maintained.
- Cleaning all sanitary fixtures and fittings in the toilets, ensuring all areas are maintained to the required standards of health and safety, reporting any damaged or broken facilities, or other maintenance issues to the Line Manager.

- Carrying out vacuuming in all carpeted areas ensuring correct use, carrying and storage of equipment.
- Cleaning all other floor areas appropriately i.e. sweeping, mopping, polishing etc, ensuring wet floor H&S hazard signs are used when required to ensure wellbeing of staff/pupils is maintained.
- Keeping appropriate light equipment, machinery and cleaning cupboards in a clean and hygienic condition.
- Reporting faulty equipment, machinery etc to the Line Manager.
- Checking windows and doors are free from damage and closed after cleaning has been carried out to ensure the facilities are locked and secured appropriately.
- Assisting in the whole school deep clean during school closure as per the school cleaning programme.
- Attending any training courses relevant to the post, ensuring continuing, personal and professional development.
- Presenting oneself as a role model to pupils in speech, dress, behaviour and attitude.
- Undertaking any other duties that are commensurate with the post as directed by the Headteacher.

This job description is current as at October 2026, but following consultation with you, may be altered to reflect or anticipate changes in the job which are commensurate with the salary and job title. All posts will be reviewed annually.

**Signed:** **Date:**

## Person Specification

| Attributes | Essential | Desirable |
|---|---|---|
| **Qualifications** | • Willing to undergo further training if necessary | • Current manual handling and COSHH certificates<br>• First Aid at Work certificate (or willingness to train) |
| **Experience** | • Experience of cleaning within an organisation or business | • Previous experience of a similar role in a school or college environment.<br>• Knowledge of H&S regulations |
| **Skills and Knowledge** | • Ability to work independently or part of a team.<br>• Ability to follow instructions and carry out work under limited supervision<br>• Demonstrable flexibility in terms of hours and location | |
| **Personal Qualities** | • Be responsible, honest & reliable<br>• Able to work on own initiative and in a team<br>• Motivation to work in an educational setting<br>• Ability to maintain personal boundaries with children & young people<br>• An interest in environmental initiatives including recycling and energy saving. | |
| **Additional Factors** | • 2 supportive references<br>• A clear DBS | |