



**MEDWAY COUNCIL  
BYRON PRIMARY SCHOOL**

**JOB DESCRIPTION**

**Designation:** Cleaner: NJC Range – E2 Points 2-3 (£12.65- £12.85 per hour)

**Department:** Children's Services

**Responsible to:** Site Manager

**Name:**

**Date:** September 2025

**1. Main Purpose of Job**

Cleaners are responsible for a wide range of cleaning duties and responsibilities, including the cleaning of a designated area of the school to the required standard/specification.

Under the direction of the bursar and site manager, be responsible for security, safety and cleanliness of the school building and work cooperatively with the other members of the cleaning team.

**2. Accountability**

- (i) Thoroughly cleaning areas to the required specification, as directed, using correct techniques and cleaning equipment.
- (ii) Safe removal of litter and waste to allocated disposal points, taking particular care with liquids, broken glass or other substances, which may be unsafe to other staff or pupils.
- (iii) Locking and unlocking windows and doors as directed
- (iv) Undertaking training in use of cleaning methods, materials and equipment, as instigated by the site manager
- (v) Working safely using correct warning signs, protective clothing and safety equipment, being mindful of hazards to other staff and pupils.
- (vi) Compliance with the Health & Safety practices of the Site.
- (vii) Replenishing supplies of toiletries, plastic bags etc., as directed

- (viii) Ensuring all containers of cleaning agents are correctly labelled before use and are used safely and in compliance with manufacturers written instructions and that all chemicals are securely stored away when not in use
- (ix) Emptying vacuum cleaners and bags at the end of each session. Cleaning and checking all equipment after use, checking cables for wear and tear and storing away in a suitable safe area. Notifying caretaker of any faults found.
- (x) Ensure mops, cloths etc. are washed and left to dry as appropriate at the end of each session.
- (xi) Reporting immediately to the site manager, any defective electrical sockets, lighting, vandalism etc. in your cleaning area.
- (xii) Ensuring site manager is aware of low stock levels of materials and equipment that you use
- (xiii) Assist in keeping chemicals and cleaning materials and equipment storage areas in a clean and tidy condition
- (xiv) Covering on a rota basis for absent colleagues when required, which may involve some change in hours/times
- (xv) Contribute to the achievement of and help to maintain the school mission, aims and values
- (xvi) Contribute ideas, opinions, and evaluations to support the preparation of the school improvement plan
- (xvii) Attend staff meetings, development days and team/teacher /TA meetings as directed
- (xviii) Undertake any other duties as assigned by the head teacher
- (xix) *Act in accordance with the race, gender and disability discrimination scheme and equal opportunities*

### **3. Person Specification**

Willingness to undergo training on the job

Experience of cleaning in a professional/work environment such as use of buffing and vacuuming equipment

Ability to understand and comply with work instructions (written and verbal)

Methodical, flexible and practical approach to cleaning to a high standard

Ability to follow manufacturers' instructions with regard to cleaning chemical usage

Capable of moderate physical activity, i.e. use of buffing and vacuuming equipment

Able to apply health and safety Procedures

Capable and willing to work on own initiative and as part of a team

Able to deal with all types of cleaning which may involve dealing with excrement and vomit on occasion (suitable protective clothing will be supplied)

#### **4. Organisation**

The site manager will directly organise the work of the post holder although the work will be managed by both the bursar and the site manager. Work will be organised with rotas and timetables to allow the independent completion of regular and routine tasks.

Although much of the work will be routine, the post holder may have to complete additional tasks and will be expected carry them out on their own initiative or as requested e.g. to cover for a colleague or to complete one off tasks

The post holder will have no direct line management responsibility

The post holder will have regular contact with the caretaker and may have contact with pupils and parents

#### **5. Financial Accountabilities**

The post holder will have no direct financial responsibility

#### **6. Working Environment**

The post holder will work within the school building and grounds.

Work hours may be subject to variation in agreement with the post holder and include covering for absent colleagues.

**Signed Post holder** \_\_\_\_\_

**Signed Head Teacher** \_\_\_\_\_