

Lavington School

Job Description – Daytime Premises Cleaner

Job Title: Premises cleaner

Start date: 1st September 2026

Grade: Grade B3 – £12.85 per hour (pay award pending)

Hours: 11:00 – 16:00 Monday to Friday, 20 hours per week, 41 working weeks per year

Responsible to: Site Supervisor

Job Purpose: To generally support the cleaning function by providing a high-quality service for Lavington School.

Main Duties and Responsibilities

Term Time:

To work collaboratively with the Site Team to complete daily cleaning routines and respond to ad hoc tasks as needed. These will include but not be limited to:

- Clean student toilets and dining areas after breaktimes, including sweeping and mopping floors
- Respond promptly to spills and accidents to maintain a safe and hygienic environment
- Clean the outdoor dining canopy on a daily basis
- Carry out daily litter picking across the school site
- Empty bins, with a primary focus on outdoor bins
- Undertake ground floor external cleaning duties
- Ensure staff kitchen areas are kept clean, tidy and clear
- Refill and replace consumables items such as soap, paper towels and toilet tissue as required

Out of Term Time Duties:

Carry out deep cleaning tasks and special cleaning programmes during school closures or designated periods, following site requirements. These will include but not be limited to:

- Buff and maintain hall floors to a high standard
- Carry out external cleaning of doors, canopies and window ledges
- Assist the site team with preparation tasks for the new term (e.g. cleaning, setting up areas, general readiness)

Resources

- Safely use cleaning equipment and resources provided (e.g. vacuums, floor cleaners, mops, cloths and mechanical cleaning machines).
- Handle and store cleaning chemicals and materials appropriately, ensuring all substances are used in line with manufacturer instructions.
- Work at all times in accordance with Health and Safety regulations, including Compliance with COSHH (Control of Substances Hazardous to Health) requirements.
- Identify and report hazards, spillages, or faulty equipment promptly to the relevant supervisor.
- Ensure correct use of personal protective equipment (PPE) and follow safe systems of work.

- Maintain cleanliness of equipment and storage areas, ensuring resources are accounted for and used responsibly.

Wider Responsibilities

- Be aware of and comply with the Trust’s Child Protection and Safeguarding Policy, Health and Safety Policy, Equality Information and Objectives Policy, Data Protection Policy and any other relevant policy and procedure. Directing any questions about policy and procedure to the site manager.
- Comply and assist with the development of policies and procedures relating to the cleaning and maintenance of the school, as required.
- Develop effective professional relationships with colleagues.
- Attend training as required
- Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the school’s Equal Opportunities Policy and practice.
- Maintain confidentiality of the school, its pupils, and parents, acting in accordance with the school’s Confidentiality Policy at all times.
- Contribute to and support the overall vision and ethos of the school.
- Attend and participate in relevant meetings as required.
- Participate and engage in training and appraisal as required.
- Undertake additional duties as reasonably requested by senior staff.
- Be committed to safeguarding and promoting the welfare of children and young people

It is vital to the ethos of the team that the post holder is flexible in taking on additional tasks, willing to offer help to, and cover for, other members of the Team, and treats co-operation and support for colleagues as a top priority.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Person specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Be qualified in literacy and numeracy at Level 1 or equivalent. • Be willing to undertake training as required and assist in training colleagues. 	<ul style="list-style-type: none"> • Previous cleaning experience • Have a health and safety qualification, e.g. first aid • Health and safety training, e.g. COSHH
Experience	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> • Successful working practices in cleaning. • Using general cleaning equipment, e.g. vacuums and carpet cleaners. • Fulfilling all spoken aspects of the role with confidence. 	<ul style="list-style-type: none"> • Working in an educational environment • Basic administrative experience including record keeping
Knowledge and skills	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Have an in-depth knowledge of cleaning equipment and techniques. • Understand health and safety issues and good practice in relation to cleaning. 	<ul style="list-style-type: none"> • Have an awareness of policies and procedures relating to working in a school • Be able to contribute to the wider school community and activities

Personal qualities	<p>The successful candidate will be:</p> <ul style="list-style-type: none">• Flexible in terms of working hours including evenings in line with school calendar and lettings.• Eligible to work in the UK.• Open to having the relevant security checks made on them, e.g. an enhanced DBS check.• Suitable to work with children and young people.• Able to communicate effectively.• A strong sense of pride in delivering high quality work• Flexible and positive towards change.• Willing to work as part of a team.• Reliable and organised.• Approachable and self-motivated.• Able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate.• Able to maintain a high level of confidentiality and discretion at all times.	
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