**Job Description and Person Specification**

**Job Title:** School Cleaner – 15 hours a week ( 3 hours a day) Monday to Friday term time only. Ideally 3.30 pm – 6.30 pm but hours can be split over am/pm around the school opening hours.

**Pay scale:-** NJC Support staff pay scale E-5 - £24,790 fte pro rata. Equivalent pay for hours £8422.65 per annum.

**Reports To**: Head of School

**Main Job Purpose:**

• To undertake general cleaning duties to provide a clean, hygienic and safe environment for teaching and other school activities.

Main Duties:

**Cleaning**

1. To carry out cleaning tasks set out in the school's cleaning schedule.

2. To use all cleaning materials and equipment in a safe and proper manner and in accordance with any instructions and specifications provided.

3. To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the Head of School.

4. To observe health and safety and security requirements.

5. To complete any appropriate records or documentation required by the Head of School

6. To maintain good working relationships with other school staff and to co-operate with reasonable changes to daily work routines to assist the smooth operation of the school.

7. To ensure that work undertaken complies with stated requirements and undertake appropriate training, as required.

8. Promoting and safeguarding the welfare of children and young people in accordance with the school’s safeguarding and child protection policy.

9. Daily use of cleaning equipment, chemicals and machinery. Training and appropriate personal equipment will be provided.

10. In addition to the cleaning tasks, some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.

**Comply fully with the School’s safeguarding policy.**

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

**Person Specification**

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| Key Criteria | Essential | Desirable |
| Skills, knowledge and aptitudes | Good standard of knowledge of cleaning programmes and security issues.  A working knowledge of Health & Safety and COSHH regulations. Ongoing training will be provided. |  |
| Qualifications | No formal qualifications required |  |
| Experience |  | Previous experience would be desirable |
| Personal Attributes | Person of integrity  Able to maintain confidentiality  Able to remain impartial  Flexible approach to working hours  Sympathetic to the needs of others  Open to learning and change  Positive attitude to personal development and training  Good interpersonal skills  Sympathetic to the vision and values of the School | Sense of humour  Enthusiastic and resilient |
| Other Special Requirements | Able to work flexibly within the requirements of the school  Regular contact with the Headteacher regarding cleaning duties. General contact with other school staff.  The post holder is expected to report and record any problems involving cleaning materials, equipment breakdown, health and safety matters to the Headteacher. |  |

Applications close on Friday 30th May 2025, shortlisting on 2nd June 2025, Interviews to be held on Friday 6th June 2025.

A fully enhanced DBS application will need to be completed and in place.