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The Opportunity



CLEANER

12.5 hours per week

Monday to Friday

Term time plus inset days and 5 weeks holiday hours

NJC Point 3 (£24,796 FTE)

£12.85 per hour

Are you reliable, hardworking and take pride in keeping spaces clean and welcoming? Court Fields School is looking for dedicated cleaners to join our friendly team to help maintain a safe, hygienic and pleasant environment for our students and staff.

Key Responsibilities:

- Cleaning classrooms, corridors, toilets and communal areas.
- Emptying bins and replenishing supplies.
- Ensuring high standards of hygiene and cleanliness are maintained.
- Reporting any maintenance of health and safety issues.

Closing date: 9am on Monday 8th June 2026

Interview date: w/c 8th June 2026

INTERVIEWS MAY BE HELD EARLY FOR THE RIGHT CANDIDATE, SO EARLY APPLICATION IS STRONGLY ADVISED

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Job Description



Job Title:	Cleaner
Location:	Court Fields School
Responsible to:	Premises Manager
Salary Grade:	NJC Point 3 (£24,796 FTE)
Actual Salary:	£12.85 per hour
Hours:	12.5 hours per week, term time plus inset days and 5 weeks holiday hours
Disclosure level:	Enhanced

Main Responsibilities and Tasks:

- To be responsible for ensuring high standards of cleanliness of your designated area.
- Ensure safe use of chemicals and cleaning materials as instructed by the Premises Manager, following Health and Safety guidelines and the use of Personal Protective Equipment (PPE).
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards.
- To operate cleaning machinery in cleaning soft and hard surfaces, e.g. vacuum cleaners and polishers following Health and Safety guidelines.
- To maintain all school standards of hygiene and safety of all cleaning equipment and areas of responsibility.
- To report any hazards, defects and any relevant factors of building or environment safety that may be detrimental to safe working practices and normal school operations.
- Cleaning duties to include the following: Vacuum cleaning hard and soft floors. Spot cleaning of spillages. Wiping furniture, ledges, pipes, paintwork, doors and polishing glass. Emptying and cleaning bins. Cleaning toilets including sanitary fittings and surrounds. Wiping and polishing and straightening furniture. Replenishing janitorial supplies in toilets. Checking and closing windows, switching off lights after work. Such other duties as may be allocated from time to time.
- During periods when the school is closed, routine cleaning is undertaken throughout the school. This may include stripping and sealing floors, high-level dusting, wall washing etc.

Knowledge:

- Some knowledge of Health and Safety regulations is desirable.
- Knowledge of COSHH and the safe use and storage of cleaning supplies is desirable.

Safeguarding:

- Attend all safeguarding training as directed.
- Follow Trust procedures and report all concerns to the Designated Safeguarding Lead.

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- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust’s Safeguarding Policies.

Data Protection:

- Ensure that legislation and Trust policies and procedure relating to confidentiality and data protection are adhered to.

Special Factors

- This role will involve traveling between schools within the Trust (and new ones that may join in the future). The reimbursement of travel costs to schools, other than the location of your home school, will be as per the Trust’s travel policy.
- There will be a requirement to work beyond school hours particularly in supporting and attending school and Trust-based events.
- Working patterns will be aligned with school term dates and holidays must be taken during school closure periods
- The post-holder will support the achievement of the Trust’s objectives by working proactively with colleagues on projects or activities outside their direct area of responsibility as required.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and Policies and Procedures.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust’s safeguarding policies.
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
- To comply with the Trust’s ICT Acceptable Use and Confidentiality Agreement for Staff.
- To comply with the Trust’s Health & Safety policy, procedures, and statutory requirements.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands, or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post.

You have a duty of care for your own health and safety at work and that of others who may be affected by your actions at work.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.

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