



SCHOOL CLEANERS

Cleaner – 10 hours per week - Term Time only (plus big cleans)

Permanent – Monday – Friday – 3.45pm–5.45pm (10 hours per week)

Salary: £22,366 PER ANNUM – pro rata

The Headteacher and Governors wish to appoint 1 Cleaner to join our friendly hardworking team. The successful candidates will work closely with our existing Caretaker and team of cleaners.

The successful applicants will: -

- Have experience in cleaning duties and knowledge of best practices in cleaning.
- Clean all areas including corridors, classrooms, toilets, cloakrooms and office/meeting rooms.
- Be energetic, positive, highly motivated and reliable.
- Take pride in our school environment.
- Have knowledge of Health and Safety and COSHH.
- Ensure cleaning is done using correct equipment and materials appropriate for the different surfaces.
- Have the ability to work on your own or as part of a team.
- Be flexible when required to be, e.g open evenings/parents evenings.
- Have a “can do attitude”.

We will offer you: -

- A school that is fully committed to continuous improvement and high expectations of all staff.
- A warm and friendly environment where staff and families work together for the children.

Application packs and further information are available on request by emailing office@matchborough.worcs.sch.uk.

This post is subject to an enhanced DBS check, Medical and Disqualification by Association.

Matchborough First School Academy is committed to safeguarding and promoting the welfare of young children and expects all its staff and volunteers to share this commitment.

'Aim High and Smile 😊

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.

Closing date: 11.00AM WEDNESDAY 21 MAY 2025

Interviews: THURSDAY 22 MAY 2025

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CLEANER JOB DESCRIPTION AND PERSON SPECIFICATION

Job purpose: To deliver a first class cleaning service to the Academy. Key responsibilities and accountabilities:

- To ensure that a high level of cleanliness is maintained throughout the academy on a daily basis
- Each cleaner will be responsible for an area and will be expected to clean to the frequency and standards set out by the academy
- To use cleaning materials appropriately, as instructed, and economically and inform Cleaning Supervisor when stocks are low
- To ensure that tools and equipment are in good working order, reporting any faults to the Cleaning Supervisor
- Empty and clean bins and remove waste to designated area
- Clean internal glass and internal and external door glass
- Vacuum and spot clean carpeted areas and wash or mop all other floors
- Spot clean any spillages
- Dust and clean fixtures and fittings
- Regularly clean toilets, hand basins and toilet areas and replenish toiletries as required
- Use electrical and mechanical equipment from time to time, including floor polishers, etc. after appropriate training
- Report any defects seen which are likely to affect security i.e. broken/cracked window, etc. to the Cleaning Supervisor
- Use all cleaning materials in accordance with manufacturers printed instructions and COSHH regulations
- Be aware of Health & Safety in relation to themselves and others
- 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

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed. The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Willingness to undertake training as required 	
Experience	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Experience of working in the cleaning industry • Experience in a customer focused role • Experience of undertaking a range of cleaning duties • Awareness of Health & Safety Regulations relating to cleaning materials and equipment
Knowledge and understanding	<ul style="list-style-type: none"> • Work individually with limited supervision • Work as part of a team effectively and supportively • Able to communicate clearly and follow instructions • Able to maintain confidentiality • Able to manage time effectively • Able to use initiative to deal with unexpected problems 	
Skills and attributes	<ul style="list-style-type: none"> • Well organised and methodical approach to work • Good attention to detail • Desire to deliver a high quality service to customers • Flexibility in response to the changing demands of the post • Able to manage some lifting and carrying • Willingness to take responsibility for standard of work 	
Equal opportunities & Safeguarding	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	