JOB DESCRIPTION – School Cleaner

Job title	School Cleaner & School Cleaner/Litter Picker
Responsible to:	Site Manager
Responsible for:	Ensuring cleanliness of the premises/site. Advising and reporting any health & safety or cleaning issues that may occur
Liaising with:	Teaching and support staff, Assistant Site Manager, Site Manager, School Business Manager, Head of School, Executive Headteacher
Working time:	14 hours per week, 41 weeks per year (hours may vary for each staff member in line with their employment contract).
Effective from:	September 2026

Studley High School Aims:
Studley High School is a comprehensive school where a unique partnership exists between staff, parents, pupils and our wider community. We are proud of our school and the education and opportunities we offer. We promote excellence in all that we do so that everyone at Studley High school can support the school aims.

- We believe in high expectations for all members of the school community.
- We believe students should develop an enthusiasm for learning and that they should willingly seek to gain knowledge and understanding about the world around them.
- We believe students should be provided with the guidance, information and resources necessary to help them learn.
- We believe it is our duty to teach students the skills necessary for effective and efficient learning.
- We believe that students should develop a sense of pride in themselves and their school, so that they always aim to achieve the highest possible standards of work in all subjects.
- We believe that we should create an environment that fosters the personal qualities, skills and self-confidence necessary for success in their chosen career and personal life.
- We believe in developing high levels of self-esteem, self-confidence and resilience in our students.
- We believe that students should develop a sense of respect for themselves, other individuals and their environment.
- We believe in promoting high levels of wellbeing for all.
- We believe in demonstrating the Studley Values in the students' day to day experience.
- We believe students can accept responsibility for their own behaviour.
- We believe in restorative interventions that support students, reflecting on decisions they have made and helps develop effective character and learning habits.
- We believe that behaviour and conduct that goes 'above and beyond' should be acknowledged and rewarded.
- We believe every student can meet our expectations.
- We celebrate when students demonstrate evidence of our key values.

We believe that these aims are more likely to be achieved if there is togetherness/partnership between the school, the students and the parents based on mutual trust, respect and understanding.

Studley High School Values – Our Culture
Our ethos is called 'The Studley DNA' and encompasses what it means to be a part of the Studley community. The first strand of DNA is a set of values that we will strive to live by each and every day and we will aim to demonstrate these in everything we do:

Kindness | Respect | Responsibility | Aspirational | Resilience | Independence | Creativity

As well as our values, we also want students to leave us with a second strand of DNA: skills…

Teamwork | Communication | Reflective | Adaptability | Leadership | Critical Thinking | Study skills

Responsibilities

Operational

Ensuring that the allocated area is clean and free from rubbish, surfaces are washed and disinfected, floors are swept, mopped or vacuumed, all litter bins are emptied and the rubbish is disposed of correctly. Always working safely and following the "Safe system of work" (instructions displayed in the cleaning cupboard).

The following is only a guide for what should be the minimum achieved on a daily or weekly basis. Cleaners should use their own judgement as to what needs doing to reach the highest possible standards, whilst at the same time working safely. If in doubt they consult the Safe System of Work instructions or the relevant risk assessments.

Daily tasks:

- Empty all bins
- Clean all table tops (using multipurpose cleaner)
- Vacuum all floors
- Sweep all hard floor areas and mop as required
- Wipe clean all handrails
- Clean all sinks and showers

Weekly tasks:

- Wipe window sills and flat edges
- Clean the tops of cupboards and filing cabinets
- Dust off computers if possible
- On a rota basis, clean door windows and low level glass a few each week
- At the same time clean the door handles and push plates
- Wipe clean white boards as required.

Chairs, walls, skirting boards, pipes and radiators should be checked occasionally and cleaned as necessary.

Food Tech rooms

None of the food prep areas or surfaces including kitchen units and storage should be cleaned. Only floors, walls, doors and window sills should be cleaned.

CDT

Dust in woodwork and metal work areas must be removed using the hepa flow vacuum cleaner. Sweeping must be kept to a minimum.

Litter picker

To ensure that the site is clear of rubbish on a daily basis
To empty all external bins on a regular basis
To ensure that the rubbish is emptied into the designated bins.

Safety

Cleaners should comply with the school's Health & Safety policy and have knowledge of:

COSHH
Manual handling
Safeguarding
Fire & evacuation procedure

Staffing:

- To take part and positively engage with the school's Continual Professional Development programme by participating in arrangements for further training and professional development.
- To continue personal development.
- To engage actively in the Shires Professional Development Cycle.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Communications & liaison

- To communicate effectively with all staff within the school and Trust.
- To follow agreed policies for communications in the school.

Other areas of responsibility

- Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the staff member will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Commitment to Safeguarding Children
Studley High School is committed to safeguarding and promoting the welfare of children and young people. Safeguarding is everyone's responsibility, and all staff, volunteers and adults working in or on behalf of the school are expected to share this commitment and act in the best interests of children at all times.

The postholder will be expected to:

- promote and safeguard the welfare of all children and young people who they are responsible for, or come into contact with, in line with statutory guidance, including *Keeping Children Safe in Education*, *Working Together to Safeguard Children*, the school's Child Protection and Safeguarding Policy, Staff Code of Conduct, Behaviour Policy, Online Safety Policy and all relevant school procedures;
- provide a safe, respectful and supportive environment in which children can learn, feel secure, and are able to raise concerns, knowing they will be listened to, taken seriously and supported;
- remain vigilant to the signs and indicators of abuse, neglect, exploitation and harm, including online harm, child-on-child abuse, sexual violence and sexual harassment, radicalisation, mental health concerns, children missing from education, and any wider contextual safeguarding risks;
- identify concerns early, exercise professional curiosity, and take timely and appropriate action where a child may need early help, protection or additional support;
- report any safeguarding or child protection concerns promptly to the Designated Safeguarding Lead, or a Deputy Designated Safeguarding Lead, in accordance with school procedures, ensuring that concerns are recorded clearly, accurately, factually and confidentially;
- understand that concerns about the conduct of staff, supply staff, volunteers, contractors or any adult working in or on behalf of the school must be reported in line with the school's allegations and low-level concerns procedures. Concerns about staff should normally be reported to the Headteacher; concerns about the Headteacher should be reported to the Chair of Governors or Trust, as set out in school policy;
- maintain appropriate professional boundaries with pupils and uphold the highest standards of personal and professional conduct, including online conduct, in accordance with the Staff Code of Conduct and safer working practice expectations;
- complete all required safeguarding and child protection training, including online safety, filtering and monitoring, Prevent and any role-specific training, and take personal responsibility for keeping safeguarding knowledge up to date;
- understand and follow the school's procedures for information sharing, confidentiality, record keeping, referrals to external agencies, managing disclosures, and supporting children following a safeguarding concern;
- contribute to a culture of openness, vigilance, transparency and professional challenge, where safeguarding concerns, including low-level concerns, are shared responsibly and acted upon appropriately;
- support the school's safer recruitment culture by understanding that safeguarding checks, references, identity checks, online searches where appropriate, and ongoing vigilance form part of the school's approach to preventing unsuitable adults from working with children;
- act at all times in a way that prioritises the safety, welfare, dignity and best interests of children and young people.

School Ethos: - 'The Studley DNA'

Our ethos, known as *The Studley DNA*, defines what it means to belong to the Studley community. Just like human genetics, we believe there are inherent qualities that shape a 'Studley student'. This ethos underpins every aspect of school life and is central to our vision of developing well-rounded, responsible individuals who leave us as the very best version of themselves.

The first strand of our DNA consists of the core values we strive to embody each day: **Kindness, Respect, Responsibility, Aspiration, Resilience, Independence and Creativity.**

These values are actively promoted across the curriculum and are embedded in our systems of recognition and accountability, ensuring that students consistently live and demonstrate these expectations in all aspects of school life.

Alongside these values, we are committed to nurturing a second strand of DNA: the essential skills our students need to succeed as future leaders, thinkers and collaborators.

These include:

Teamwork, Communication, Reflection, Adaptability, Leadership, Critical Thinking and strong Study Skills.

As educators, we recognise the profound responsibility we hold in shaping young people. Our aim is to foster not only academic success but also a community of principled, capable and aspirational individuals.
The Head of School plays a pivotal role in championing and embedding this ethos by:

- Leading by example, actively promoting the values and expectations of the Studley community and inspiring staff and students to do the same.
- Ensuring that all strategic priorities and corporate policies are implemented with consistency, integrity and a commitment to high standards.
- Demonstrating an unwavering commitment to safeguarding, wellbeing, and health and safety, ensuring a secure and supportive environment for all.
- Upholding the highest standards of professional conduct, including strict adherence to GDPR and confidentiality requirements.
- Fostering a culture of trust, accountability and mutual respect in line with the school's Code of Conduct.

Through strong, values-driven leadership, the Head of School will ensure that *The Studley DNA* is not only articulated but lived and experienced by every member of the school community.

Equalities
To demonstrate a clear understanding of, and full compliance with, the Trust's Equality Information and Objectives Policy, ensuring that all actions, decisions, and practices reflect a firm commitment to equality, diversity, and inclusion.

To actively promote equality of opportunity for all members of the school community, fostering an inclusive culture where differences are respected, celebrated, and valued.
To ensure that all students and staff are treated fairly and with dignity, and that barriers to participation, achievement, and progression are identified and addressed effectively.

To lead by example in challenging discrimination, prejudice, and stereotyping in all forms, promoting a culture of openness, respect, and high expectations.

To ensure that equality considerations are embedded within all areas of leadership, including curriculum design, staff development, student support, and policy implementation.

To support the Trust's commitment to diversity by promoting inclusive practices and ensuring that the school environment enables every individual to thrive.

Special Requirements:
An enhanced Disclosure and Barring Service (DBS) check and references will be requested in the event of a successful applicant. Where applicable, a prohibition from teaching check will also be completed.

Signatures:
The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade. The job description should be seen as enabling rather than restrictive and will be subject to regular review.

Signed ……..	Signed …….
(Issued by – Head of School)	(Received by – staff member)
	Name (print) ……
Dated ……	Dated ……

Person Specification:

	Essential	Desirable
Educational achievements, qualifications and training	- **Able to communicate clearly and follow instructions** - **Agreement to undertake a Disclosure & Barring check**	
Job related knowledge, aptitude and skills	- **Ability to prioritise work and work in an organised manner** - **Ability to manage time** - **Willing to undertake training course that are relevant to the duties of the post or are required for Health and Safety reasons** - **Willingness to maintain confidentiality on all school matters**	- **Experience of cleaning** - **Some knowledge of Health & Safety within the workplace**
Equal Opportunities	- **An understanding of and commitment to equality of opportunity**	
Personal Qualities	- **Ability to communicate with a wide range of people** - **Initiative and the ability to work without supervision** - **But also to work as part of a team** - **Be flexible to changing demands of the post** - **Take pride in a job well done** - **Willingness to work flexibly on occasions**	