



## Job Description Cleaner

<b>Grade</b>	Grade A
<b>Responsible to</b>	Cleaning Manager
<b>Hours of work</b>	Various (41 weeks per year)
<b>Revision</b>	1.4 - Feb 2026

### Main Purpose of Post

To work as part of a team ensuring that high levels of cleanliness are maintained throughout the School/Academy on a daily basis.

### Responsibilities

1. Individually or as part of team, carry out any cleaning duties that are necessary to meet the required standards (internal or external as required)
2. To ensure standards and procedures are adhered to at all times
3. To use mechanical and manual cleaning equipment
4. To use cleaning materials appropriately, as instructed
5. Assist in moving of furniture and moveable fittings
6. Replenish consumables as required / including stocktaking / reporting to Manager if stock required.
7. Report any building defects and vandalism immediately to Manager
8. Contribute to major cleanings tasks during school holidays
9. To follow Health & Safety guidelines and comply specifically with COSHH
10. Care of cleaning uniform
11. Closing of windows and securing of external doors and alarm setting in the school including external gates on leaving site

### Expectations

1. As appropriate, to the postholder's duties must be carried out in compliance with the following:
  - Trust's Equality Scheme
  - Information Security Policies
  - Financial Regulations
  - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
2. To work flexibly as required
3. To maintain confidentiality of the Trust's affairs
4. Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
5. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post

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*This job description should be reviewed annually and may be subject to amendment in consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the postholder's professional responsibilities and duties.*

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**Signed:**

Chief Financial and Operating Officer

**Signed:**

Postholder

**Date:** .....

**Date:** .....

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## Person Specification – Cleaner

Skill/Experience	Essential	Desirable
<b>Skills &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience of using appropriate equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> <li>• Awareness of COSHH regulations</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to work as a team</li> <li>• Ability to take pride in cleaning the school and ensuring all Trust/School practises are adhered to</li> <li>• Ability to follow instructions</li> <li>• Hard worker</li> <li>• Reliable, honest &amp; flexible</li> <li>• Enthusiasm</li> <li>• Ability to respect confidential issues regarding pupils, parents &amp; staff</li> </ul>	
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Willing to undertake any in-house training offered which is relevant to the duties of the post</li> </ul>	<ul style="list-style-type: none"> <li>• First aid qualification</li> </ul>