

JOB DESCRIPTION

Post	MCPA school cleaner
Salary Range	£12.57 per hour (minimum wage)
Reporting to	Academy Business Manager
Hours of work	Monday – Thursday: 3pm – 6:30pm Friday: 2pm - 5:30pm 17.5 hours per week TT+ 10 days

ROLE PURPOSE

To maintain a high standard of cleanliness, hygiene, and safety across all allocated areas of the Academy, ensuring a clean, welcoming, and child-friendly environment for pupils, staff, and visitors.

Main Duties and Responsibilities

- Take responsibility for the daily cleaning and maintenance of an allocated cleaning base which includes classrooms, toilets, corridors, offices, meeting rooms, and other designated areas of the Academy.
- Maintain high standards of cleanliness and hygiene within allocated areas, ensuring they are safe, clean, and fit for use by pupils, staff, and visitors.
- Be aware of the specific cleaning requirements of different school environments and work in accordance with all relevant Health & Safety procedures.
- Carry out routine cleaning duties including washing, sweeping, mopping, scrubbing, sanitising, vacuuming, polishing, and dusting, as required by the Academy.
- Follow infection prevention and control procedures, particularly when cleaning toilets, classrooms, dining areas, and other high-touch surfaces.
- Use appropriate cleaning equipment, materials, tools, and machinery (including wet and dry vacuum cleaners and mechanical cleaning equipment) to ensure tasks are completed effectively.
- Use cleaning chemicals safely and correctly in line with COSHH regulations, ensuring all substances are securely stored and clearly labelled.
- During school closure periods and holidays, carry out deep and thorough cleaning, including moving furniture where required and cleaning hard-to-reach areas such as behind units, under furniture, and high-level surfaces.
- Carry out both scheduled cleaning tasks and reactive cleaning duties, responding promptly to spillages, accidents, or urgent cleaning needs.
- Demonstrate flexibility by cleaning areas outside of the usual allocated base when required, including providing cover during staff absence or supporting other areas of the Academy as directed.
- Work in a manner that minimises disruption to teaching, learning, and the day-to-day operation of the school.
- Ensure cleaning equipment and materials are stored safely and securely at all times, particularly when children are on site.

- Remain vigilant in identifying hazards (such as spillages, broken equipment, or obstructions) and take appropriate action to reduce risk.
- Report any damage, defects, or maintenance issues relating to school equipment or Academy property to the Caretaker or Academy Business Manager.
- Immediately report any health and safety concerns that could place pupils, staff, or visitors at risk.
- Liaise appropriately with site staff and managers as required.
- Support premises-related activities under the direction of the Caretaker or Site Manager, including enhanced cleaning programmes.
- Work independently and as part of a team, including lone working where applicable, following all relevant safety procedures.
- Demonstrate a flexible and cooperative approach to duties and working hours to meet the changing needs of the Academy.
- Ensure compliance with Academy policies and procedures, including Child Safeguarding, Equal Opportunities, and Health & Safety.
- Maintain appropriate professional boundaries with children at all times and demonstrate an understanding of safeguarding responsibilities.
- Immediately report any safeguarding concerns or disclosures in line with the Academy's safeguarding policy.
- Undertake any additional reasonable duties as directed by the Caretaker or Academy Business Manager.
- Contribute to ensuring the Academy remains a safe, clean, hygienic, and well-maintained environment.

STANDARD DUTIES

In addition to the above, all staff are required to:

1. Promote and implement equality, diversity, and community cohesion.
2. Adhere to Academy policies, procedures, and legislation.
3. Have due regard to safeguarding and promoting the welfare of children and young people.
4. Participate in professional development and performance reviews.
5. Model Academy values at all times to generate a shared purpose
6. Respect confidentiality; sensitive information must not be released to unauthorised persons.
7. Undertake any other duties commensurate to the grade of the post.

FLEXIBILITY & REDEPLOYMENT

- The Trust reserves the right to require the postholder to work at any location within the Trust or undertake alternative duties commensurate with the grade and scope of the role, where operational needs or failure to meet required performance standards make this necessary.
- Any changes will be discussed in line with the Trust's policies and procedures.

The Trust is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing organisational needs.

Where the post holder discloses that they have a disability, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

Probation Period

Post holders who are new to the Trust will be subject to a probation period of 6 months. The probation period provides a structured framework to ensure employees are inducted into the Trust and understand the standards expected of them in terms of performance, attendance and behaviour.

	DATE	NAME	POST TITLE
PREPARED	January 2026	Jeanette Wong	Academy Business Manager
REVIEWED			
REVIEWED			

PERSON SPECIFICATION

This person specification will be used when shortlisting candidates for interview.

JOB TITLE: MCPA School Cleaner

CRITERIA Applicants should be able to provide evidence of their ability to meet the following criteria.

	Essential /Desirable	Method of Assessment
Qualifications		
Good basic education to GCSE level in literacy and numeracy, or the equivalent	Desirable	AF, I
Skills & Knowledge		
Previous experience of working in a similar field	Desirable	AF, I
Keen attention to detail and good organisation	Essential	AF, I
Willingness to learn new skills	Essential	AF, I
Knowledge of Health and Safety	Essential	AF, I
Knowledge of cleaning duties	Essential	AF, I
Good verbal and written communication skills	Essential	AF, I
An ability to undertake all physical aspects of the role and to utilise relevant equipment	Essential	I
A command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately depending on the audience.	Essential	I
Attitude & Impact		
An ability to work as part of a team	Essential	I
An ability to relate well to children and adults within the school environment.	Essential	I
Tact and diplomacy in all interpersonal relationships with the public and colleagues at work.	Essential	I
Self-motivation and personal drive to complete tasks to required timescales and quality standards	Essential	I
The flexibility to adapt to changing workload demands and new organisational challenges	Essential	I
Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users.	Essential	I
Commitment to continuous self-development	Essential	AF, I
Commitment to continuous service improvement	Essential	AF, I
Personal		
Enhanced DBS Clearance	Essential	PEC
Can evidence proof of right to work in the UK	Essential	I
Minimum of two appropriate references	Essential	AF, R

- AF – Application Form
- T – Test
- I – Interview
- C – Certificate
- R – Reference
- PEC – Pre-Employment Checks