



# Cleaner

## Job Description & Person Specification

**October 2025**

Responsible to:  
Review Date:

Trust Cleaning Supervisor  
October 2027

## Role Overview

To ensure that a high level of cleanliness is maintained throughout the school on a daily basis.

## Core Activities

1. To carry out cleaning duties as required including sweeping, dusting, wall washing, toilet cleaning, mopping and use of vacuum cleaners.
2. To use electrical and mechanical equipment, floor polishers, etc, when necessary and after appropriate training.
3. To use stepladders when necessary and with due regard to the Health and Safety of themselves or others.
4. To use approved cleaning materials in accordance with manufacturer's instructions and COSHH Regulations.
5. To be responsible for the care of all cleaning equipment and materials assigned to them.
6. To be aware of their responsibilities for the Health and Safety of themselves and others.
7. Where practicable ensure windows and doors are closed and locked when leaving rooms.
8. Working closely with the school Trust Cleaning Supervisor, providing support to meet the daily needs of the school.
9. Be able to follow and understand instructions and procedures and be capable of working on your own initiative.
10. To assist in providing absence cover across Trust Schools.

And such other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading.

## General Duties and Responsibilities

1. To promote the vision of The Mowbray Education Trust.
2. Support effective Safeguarding of all young people throughout the schools.
3. To take part in personal professional development activities.
4. Adhere to school policies and procedure e.g., Equality and Diversity, Health, and Safety.
5. To cover for absent staff and work as part of a team across all of the Trust settings.
6. To contribute to the general organisation of the school
7. To be able to respond to school needs as requested by members of Senior Leadership Team or the designated representative.

## Person Specification

| Education & Qualifications   | Essential | Desirable |
|--|-----------|-----------|
| GCSE English and Maths (Grade C or above / 4 or above / or equivalent)                           |           | ✓         |
| Experience & knowledge   |           |           |
| Recent and relevant work experience in a similar role  |           | ✓         |
| Knowledge of basic cleaning techniques   | ✓         |           |
| Skills   |           |           |
| Good communication skills, both written and verbal   | ✓         |           |
| Good interpersonal skills, with the ability to develop effective relationships.                  | ✓         |           |
| Trustworthy, honest and discrete, able to maintain confidentiality                               | ✓         |           |
| Ability to follow and understand instruction and relevant procedures                             | ✓         |           |
| Capable of working on own initiative   | ✓         |           |
| Willingness to work flexibly and working extra hours as necessary to meet the needs of the Trust | ✓         |           |
| Attributes   |           |           |
| Committed to the Mowbray Education Trust values and aims   | ✓         |           |
| Aware of and committed towards equal opportunities   | ✓         |           |
| Committed to own continual professional development  | ✓         |           |
| Other  |           |           |
| Is fluent in the use of the English language   | ✓         |           |
| Has a Full UK Driving License  | ✓         |           |

All roles are subject to full pre-employment safeguarding checks; including an Enhanced DBS with Barred List check and 6 months probationary period.