

# Wellspring Academy Trust

## Job Description



WELLSPRING

We Make A Difference

**Post Title:** Cleaner

**Reporting to:** Trust Cleaning Manager

---

### Purpose of the post

To deliver a consistently high standard of cleaning across the academy, ensuring a safe, hygienic, and welcoming environment for all pupils, staff, and visitors. Working under the direction of the Cleaning Supervisor, the post holder will execute the daily cleaning specification efficiently and adhere strictly to all Health and Safety and COSHH regulations.

### Responsibilities

#### 1. Operational Cleaning & Service Delivery

- Carry out daily cleaning tasks across designated zones (classrooms, washrooms, corridors, halls, and offices) exactly as outlined in the school cleaning specification.
- Perform tasks including, but not limited to: vacuuming, mopping, sweeping, dusting, emptying bins, polishing surfaces, and sanitising touchpoints.
- Deep clean and sanitise washroom facilities daily, ensuring all toilets, sinks, and floors meet the highest hygiene standards and consumables (soap, paper towels) are fully replenished.
- Undertake non-routine or "deep cleaning" tasks during school holiday periods as directed by the Supervisor (e.g. carpet extraction, floor stripping/buffing, washing internal glass).

#### 2. Health, Safety, Site Security & Compliance

- Safely dilute, use, and store cleaning chemicals in strict accordance with COSHH regulations and training provided.
- Strictly follow the academy's colour-coding system for equipment (e.g. cloths and mops) to prevent cross-contamination between washrooms, classrooms, and general areas.
- Always use provided Personal Protective Equipment (PPE) and prominently display "Wet Floor" or hazard signs while working.
- Promptly report any Health & Safety hazards, safeguarding concerns, or site security issues (e.g. unlocked windows) to the Cleaning Supervisor.
- Act as a designated key holder for the school premises where required, ensuring the site is opened or secured strictly in accordance with Trust protocols. Ensure that the site is fully decommissioned at the end of the day, with all windows and doors physically secured and intruder alarm systems correctly activated.
- Conduct a comprehensive physical and visual sweep of the entire site verifying the integrity of boundary fencing and gates to prevent unauthorised access.
- Follow site-specific security policies and handle access requests from visitors or staff in accordance with Trust procedures.

#### 3. Equipment & Resource Management

- Safely operate and maintain electrical cleaning equipment (e.g. vacuums, scrubber-dryers) following training.
- Ensure all mops, cloths, and buckets are washed and stored correctly at the end of every shift.
- Notify the Cleaning Supervisor when cleaning chemicals, bin liners, or washroom consumables are running low to ensure the team never runs out of essential supplies.
- Keep designated cleaning cupboards and storage areas clean, tidy, and securely locked when not in use.

#### **4. Teamwork & Communication**

- Cover alternative zones or areas as directed by the Supervisor to manage team absences or emergency clean-ups (e.g. spills).
- Act as the "eyes and ears" of the Operations team by reporting any maintenance issues (e.g. blown lightbulbs, leaking taps, broken dispensers) found during your shift.
- Be receptive to feedback and training from the Supervisor following quality audits to ensure standards continually improve.

#### **Standard Duties in all Trust Job Description**

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- Show a commitment to ensuring that children and young people learn in a safe environment
- Participate in relevant and appropriate training and development as required
- Personal integrity and a commitment to the Nolan principles of public service.
- A commitment to professional development.
- This job description is not intended to be a comprehensive list of duties and responsibilities associated with the post. The post holder will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

#### **Method of Working**

The Wellspring Academy Trust expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

#### **Public Relations**

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

#### **DBS Certificate**

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously. All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.

# Wellspring Academy Trust

## Person Specification

Post Title: Cleaner

Section	Information	Essential / Desirable	How Identified
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>No formal qualifications are required as training will be provided.</li> <li>Willingness to undertake any appropriate training relevant to the post</li> </ul>	Desirable Essential	Application/ Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous cleaning experience</li> </ul>	Desirable	Application/ Interview
<b>General and Specialist Knowledge</b>	<ul style="list-style-type: none"> <li>Awareness of health and safety</li> <li>Knowledge of COSHH regulations</li> </ul>	Desirable Desirable	Application/ Interview
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>The ability to work on own initiative and as part of a team</li> <li>The ability to perform tasks including lifting, carrying and climbing</li> <li>Ability to follow instructions</li> <li>Ability to adhere to a specification of works</li> <li>Good communicator</li> </ul>	Essential Essential Essential Essential Essential	Application/ Interview Application/ Interview Application/ Interview Application/ Interview Interview
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.</li> <li>Operate with the highest standards of personal/professional conduct and integrity.</li> <li>Willing to undertake training and continuous professional development in connection with the post.</li> <li>Work in accordance with the Trust's values and behaviours.</li> <li>Able to undertake any travel in connection with the post.</li> <li>Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude.</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults.</li> <li>A commitment to safeguarding and promoting welfare for all.</li> </ul>	Essential  Essential Essential Desirable Essential  Essential  Essential	Application/ Interview  Interview Interview  Interview Interview  Interview  Interview