



JOB DESCRIPTION

JOB TITLE:	Leisure Centre Cleaner
GRADE:	Grade A
TIMES WORKED:	5.30am – 9.30am Monday to Friday
BASE:	Leisure Centre

ORGANISATIONAL ARRANGEMENTS:

Job holder:

Reports to: Leisure Centre Manager

GENERAL STATEMENT

To represent RAISE Education Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for RAISE Education Trust employees. Attendance at training courses may be required as part of professional updating.

JOB PURPOSE

To maintain a high standard of cleanliness, hygiene, and safety throughout the leisure centre, ensuring a welcoming and comfortable environment for all customers, staff, and visitors.

RESPONSIBILITIES/ACCOUNTABILITIES:

Key Responsibilities:

- Carry out routine and deep cleaning of all areas within the leisure centre, including gym floors and equipment, fitness studios, changing rooms, showers, toilets, reception areas, and other communal spaces.
- Ensure all cleaning tasks are completed to a high standard, maintaining excellent hygiene and presentation throughout the facility at all times.
- Safely use and store cleaning equipment and chemicals in accordance with health and safety regulations and company procedures.

- Regularly inspect areas for cleanliness and take prompt action to address any issues or spillages.
 - Restock consumables such as soap, paper towels, toilet paper, and cleaning supplies, ensuring all facilities remain fully equipped for customer use.
 - Monitor stock levels and report shortages in a timely manner.
 - Identify and report any maintenance issues, damages, hazards, or health and safety concerns to the appropriate person or department.
 - Follow all health and safety guidelines, including COSHH regulations, and adhere to safe working practices at all times.
 - Work collaboratively with other staff members to ensure a clean, safe, and welcoming environment for customers and colleagues.
 - Provide a courteous and helpful presence to customers, responding to basic queries or directing them to the appropriate staff member where necessary.
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NOTES

- The School and site is open between the hours of 6.00 am and 10.30 pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
 - Hours of work/designated lunch times may be subject to change for operational reasons.
 - All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
 - If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
 - No other holidays will be granted during term time without a very **exceptional** reason. Notice must be given in writing at least 6 working weeks in advance.
 - In exceptional cases where time off is granted it will either be as
 - (a) unpaid leave, or
 - (b) time made up in lieu (by negotiation).
 - There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
 - (a) Overtime has been worked by agreement with the Headteacher.
 - (b) To attend a special event e.g. graduation.
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FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the SLL - Pastoral.

Date Prepared: HR

Prepared By: April 2026

Date Reviewed:

Reviewed By: