



THE WHITE HILLS PARK TRUST

Job Description:	Cleaner - AM
Location:	Alderman White School
Salary/Grade:	NJE Grade 1 –Point 3
Actual Salary:	£12.85 an hour
Contracted hours:	15 hours a week, working 5am – 8am Monday – Friday. Plus 3 weeks to be worked over the school holidays.

GENERAL INFORMATION

The following information is provided to assist staff joining the White Hills Park Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

PURPOSE OF THE POST

1. Cleaning, washing, sweeping, mopping, dusting, polishing and vacuum cleaning of designated areas to the required standards
2. Emptying litter bins, etc., and removing waste to designated areas.
3. Cleaning of toilets and washrooms to the required standard where allocated
4. Spray cleaning, scrubbing floors and re-sealing with polish.
5. Using powered equipment where necessary (scrubbing machines, wet pick-up machines, vacuum cleaners).
6. Cleaning of working surfaces and other furniture as directed.
7. Clearing up after flooding and/or any other emergency cleaning.
8. Effective and efficient on site liaison with site representatives in order to deliver excellent standards of customer care.
9. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions

Notes: This document is an overview of the role. The responsibilities will include but will not be limited to those listed above. Any variation in duties will be as directed by the Cleaning Supervisor.

KEY ACCOUNTABILITIES:

- To assist in maintaining cleaning standards in line with Trust requirements.
- To have an understanding of Trust policies.

Relationships

To be responsible to:

- The Operations Manager, with Line Management through the Site Manager

To co-operate with:

- All colleagues, both teaching and support staff
- LA, advisers and the school SIP Inspection teams, Unions and other organisations representing teachers and other persons on the staff

General Responsibilities:

- Contribute to the overall ethos/work/aims of the school.
- Be aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures.
- Report any causes for concern relating to the welfare and safety of children to the designated person, and the Headteacher, or if unavailable the Designated Safeguarding Governor or a member of the Senior Leadership Team.
- Attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.
- Remain up to date with relevant policies/codes of practice and awareness of relevant legislation.

Health and Safety:

- Be aware, prompt & co-ordinate of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety, and Welfare.

Safeguarding

- To be fully aware of and comply with the relevant regulations and requirements in relation to Safeguarding and to participate in training as required.

Continuing Professional Development

- Reflection on own practice and private study and undertake any professional development necessary as identified in School Development Plan.
- Maintain a professional portfolio of evidence to support performance management process.
- Participation in the Trust's staff appraisal programme.
- Participation in appropriate in-service education programme.

This is a Multi-Academy Trust and the post holder may be required to hold a comparable post on another site within the Trust, if the situation arises.

The job description may be subject to amendment or modification, should circumstances change, and any changes will be discussed with you in the first instance.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description does not form part of the contract of employment.

Date Job Description Revised: Aug 2026

By Whom: School Operations Manager