



Astrea Academy Trust

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# Role Profile

Cleaner

Hartley Brook Primary  
Academy

## **ROLE SPECIFICATION**

<b>Academy / Department</b>	Hartley Brook Primary Academy
<b>Post title</b>	Cleaner
<b>Responsible to</b>	Operations Manager
<b>Full time Salary</b>	SCP 3-4 £24,796 - £25,185
<b>Pro-Rata Actual Salary</b>	£6,939 - £7,048
<b>Working Pattern</b>	Part time, Permanent
<b>Pension</b>	Local Government Pension Scheme
<b>Working Hours</b>	12hrs per week, Term Time Only
<b>Line Management Responsibility</b>	No

## **ROLE SUMMARY**

As our School Cleaner, you will ensure a safe, hygienic, and welcoming environment for students, staff, and visitors. Responsibilities will include, cleaning classrooms, corridors, toilets, and communal areas, replenishing supplies, and following health and safety guidelines. This vital role will support the smooth running of the school and will contribute to a positive learning atmosphere through high standards of cleanliness and care.

## **MAIN DUTIES & RESPONSIBILITIES**

- \* Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards.
- \* Take initiative to perform cleaning and tidying tasks that are not explicitly contained within the rota but require attention as part of maintaining overall high standards.
- \* Liaise with Line Manager and other staff members as required to ensure the cleaning rota operates smoothly around school events and other disruptions.
- \* Report cleaning supplies requirements and stock levels to the line manager.
- \* Be a key holder and be responsible for locking up duty (Dependent on the school)
- \* Ensure Health and safety, quality and general procedure compliance.
- \* Complete annual mandatory safeguarding and health and safety training relevant to role.
- \* Work as part of a team and support other members of the cleaning team to meet standards and school objectives.
- \* Keep accurate time sheets for any hours worked over the core hours in this contract and ensure they are signed by the line manager.

## **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>		
Good communication skills	•	
Basic knowledge of Health and Safety	•	
Understands COSHH regulations and safe use of cleaning chemicals and equipment	•	

<b>Experience</b>		
Experience of undertaking a range of cleaning duties	•	
Experience using vacuum cleaners, floor polishers, and other cleaning tools.		•
<b>Professional Skills</b>		
Able to follow instructions and report issues clearly to supervisors or site managers	•	
Capable of performing physically demanding tasks such as lifting, bending, and standing for long periods.	•	
Willingness to maintain confidentiality on all school matters.	•	
Ability to work under pressure and to deadlines	•	
Be a role model in setting professional standards in all aspects of the role.	•	
Willingness to participate in further training and development opportunities the school offers to further knowledge.	•	
Ability to complete tasks efficiently within allocated timeframes	•	
Awareness of safeguarding responsibilities and professional boundaries.	•	
<b>Personal Qualities</b>		
Confident, enthusiastic and motivated attitude	•	
Commitment to self-development and continual improvement	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equality and Inclusion	•	
Flexible and organised approach to work	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	
High level of integrity with an ability to self-evaluate and reflect	•	

### **GENERAL RESPONSIBILITIES**

- ★\* Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★\* Commitment to continual learning and development of skills.
- ★\* Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★\* Demonstrate an excellent record of attendance and punctuality.
- ★\* Be aware of and comply with Trust policies and procedures including but not exhaustive of:

- Acceptable Use of IT Policy
- Code of Conduct
- Keeping Children Safe in Education (KCSIE 2024)
- Child Protection and Safeguarding Policy
- ★\* Work cooperatively as part of the Trust wide staff team.
- ★\* This role profile is not exhaustive and undertaking other duties may be required.

**THIRD PARTY CHECK**

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

**APPLICATION PROCESS**

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)