

JOB DESCRIPTION

Job Title: Cleaner

Grade: 2

Reporting to: Cleaning Supervisor/Caretaker/School Business Manager

Location: Crofton Academy (Castleford Academy Trust)

Job content

Working as part of a team in ensuring the cleanliness of the school site. Under the direction/instruction of the supervisor provide a clean and hygienic academy environment which meets specified cleaning standards.

Cleaners are trained in the use of chemicals in particular with the relevant COSHH regulations.

Principal accountabilities

Cleaning

- Clean all surfaces, fixtures and fittings
- Clean floors, walls, partitions and internal woodwork as appropriate
- Clean toilets, changing rooms and other sanitary areas
- Clean equipment after use
- Undertake special cleaning programmes during academy closure or other designated periods in compliance with the specification for the premises

Waste

- Collect and dispose of waste in appropriate manner
- Clean and maintain waste bins

Organisation

- Maintain and arrange orderly and secure storage of supplies
- Ensure cleanliness of equipment, check for quality/safety - reporting any faults to the supervisor.
- Operate everyday equipment in accordance with instructions

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the academy
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the academy with courtesy and consideration
- Present a positive personal image, contributing to a welcoming academy environment which supports equal opportunities for all

- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times

Any other cleaning tasks which may be outlined in the work schedule and or as instructed by your line manager.

Health & Safety

- Undergo Basic First Aid training and update courses if designated first aider.
- Be aware 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 & Welfare.
- Support the Academy's implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, and Child Protection.

CPD

- In conjunction with the line manager, take responsibility for continuing professional development, keeping up-to-date with research and developments related to academy efficiency, which may lead to improvements in the day-to-day running of the Academy.
- Undertake any necessary professional development as identified in the Academy Improvement Plan taking full advantage of any relevant training and development available.
- Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

General Academy Responsibilities

- Contribute to and uphold the vision and ethos of Crofton Academy.
- To ensure the safeguarding of all pupils in line with policy and procedure.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote team work within the team, working in partnership to ensure effective working relations.
- Treat all users of the Academy with courtesy and consideration.
- Be aware and comply with all Academy Policies at all times.

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

Physical Resources/Physical Efforts

This job may involve:

Prolonged Standing, Walking, Pushing/Pulling, Lifting/Carrying, and the use of vibrating machinery.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

REQUIREMENTS FOR THE POST		
	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> ▪ A minimum of 4 GCSE's or equivalent relevant experience. 	<ul style="list-style-type: none"> ▪ 4 GCSE passes including English and Mathematics.
Experience	<ul style="list-style-type: none"> ▪ Working as part of a team. ▪ Willingness to learn new skills. ▪ Experience of working under own initiative. 	<ul style="list-style-type: none"> ▪ Experience of working with adults and pupils.
Knowledge and Statutory Requirements	<ul style="list-style-type: none"> ▪ Ability to relate and work effectively with people at all levels. ▪ Confidence to work independently using initiative and drive. ▪ Awareness of requirements in a professional working environment. ▪ Strong commitment to take on new ideas and skills as required to sustain the high service standards. 	<ul style="list-style-type: none"> ▪ Up to date knowledge of child protection and safeguarding. ▪ Up to date knowledge of Data Protection Legislation.
Personal Qualities:	<ul style="list-style-type: none"> ▪ Ability to deal with sensitive information and maintain confidentiality. ▪ Flexibility. ▪ Commitment to equal opportunities for all. 	<ul style="list-style-type: none"> ▪ Ability to develop own knowledge and skills in order to enhance personal performance.

Candidate Requirements: Candidates should be proactive individuals who are committed to ensuring the cleanliness of the Academy and have the confidence to work independently but also as part of a team.

Working Conditions: The jobholder will work within the Academy on a daily basis.

Main Contacts: Caretaking Team, School Business Manager, Teachers and Students.

Characteristics of the post:

The employment checks required of this post are: Evidence of entitlement to work in the UK, Evidence of essential qualifications, two satisfactory references, an Enhanced DBS Disclosure, Fitness for employment as required.

Date Completed: September 2025

Signature of Postholder: _____ **Date:** _____

This is a description of the job as it exists at present; All Academy Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.