

Job Details

Job title: Cleaner

Base Setting:

Salary:

Hours: [number of hours employed to work per week]

Contract type: [full-time/part-time], [fixed-term/permanent]

Reporting to: Site Manager/Caretaker

Key responsibilities

Role and Responsibilities

To keep designated areas of the school in a clean and hygienic condition. The designated areas may include classrooms, corridors, offices, halls, toilets and wash areas and may vary between term time and school holiday periods.

- To carry out a range of defined cleaning duties within a specific area, in line with agreed procedures and standards. This may include, emptying litter and waste bins, polishing and dusting furniture, fittings and flooring, using powered equipment (e.g. vacuum cleaners, polishers) where appropriate.
- To notify Site Manager when stocks of cleaning equipment is low
- To report any maintenance requirements or deficiencies to the Site Manager
- To carry out and follow risk assessments when moving furniture, and ensure chemicals are stored and used appropriately
- To use cleaning machinery, equipment and chemicals in accordance with COSHH procedures
- To ensure duties are undertaken in accordance with the work schedule and customer requirements
- To have an awareness of the Health and Safety policy and practice as it applies to the post
- Support the aims, values, mission and ethos of the school and Trust participate in a team approach to all aspects of school life.

Other areas of responsibility

Safeguarding

- Look at every aspect of school life through a safeguarding lens

- Promote and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Working Together to Safeguard Children, Prevent) and our safeguarding and child protection policies
- Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary
- Safeguard and promote the welfare of children and young people and follow school policies, including the staff code of conduct

Health and Safety

- Have an awareness of the Health and Safety policy and practice as it applies to the post
- Promote the safety and wellbeing of pupils, staff and visitors
- Contribute to maintaining a safe and healthy environment for children and adults, adhering to all Health and Safety regulations and requirements.
- Comply with Health & Safety, Fire Regulations and other relevant School and Trust policies

Professional development

- Take part in the school's appraisal procedures (Performance Development)
- Take part in further training and development in order to improve own learning, including participation in events at other Inspire Learning Partnership schools as appropriate
- Engage in INSET and The National College training, as directed.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school and Trust, and maintain high standards of attendance and punctuality
- Work cooperatively with others towards shared goals
- To be flexible, supporting colleagues in times of sickness and busy periods
- Follow direction from the SLT and Trust central team.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Inspire Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment.

Person specification

Criteria	Qualities
Qualifications and experience	• Experience of working in the cleaning industry • Experience of undertaking a range of cleaning duties
Skills and knowledge	• Work individually with limited supervision • Have the ability to work in a team, and escalate problems as necessary; • Able to communicate clearly and follow instructions

	• Able to manage time effectively • Able to use initiative to deal with unexpected problems • Well organised and methodical approach to work • Good attention to detail • Awareness of Health & Safety Regulations relating to cleaning materials and equipment • Willingness to take responsibility for standard of work • Able to manage some lifting and carrying
Personal qualities	• Honesty • Hard working and physically fit • Flexibility • Willingness to participate in further training and development opportunities offered

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Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: June 2026

Next review date: June 2027

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____