

At The Dunstan Catholic Educational Trust, we're a family of schools where children and colleagues are supported in a nurturing environment to flourish, become lifelong learners, fulfil their potential and to make a lasting difference. **Together we love, we learn, we live.**

Purpose of the job

The purpose of this role is to ensure that designated areas of the school are clean, safe, and ready for use each day. The Cleaner is responsible for maintaining high standards of cleanliness across classrooms, offices, and shared spaces, while following health and safety and COSHH regulations. By carrying out regular cleaning tasks, maintaining equipment, and supporting a safe environment, the role helps create a welcoming and hygienic setting for pupils, staff, and visitors.

Key areas of responsibility:

- Clean and prepare classrooms and other school areas, ensuring they are left ready for use.
- Wash, sweep, vacuum, and polish floors using appropriate equipment, cleaning agents, and schedules.
- Clean surfaces, furniture, fixtures, and fittings thoroughly across teaching, administrative, and shared areas.
- Clean and disinfect toilets and wash areas to a high standard using appropriate materials.
- Empty waste bins and ensure safe disposal of rubbish.
- Maintain cleaning equipment and storage areas in a safe, tidy, and organised condition.
- Monitor and report equipment faults and low stock levels to the caretaker or line manager.
- Follow all health and safety and COSHH regulations, including safe handling of cleaning substances and use of warning signage.
- Work flexibly within daily and weekly routines, adjusting priorities to maintain high cleaning standards.
- Carry out additional cleaning duties as required and support a safe working environment for others on site.
- Maintain confidentiality and follow safeguarding procedures, reporting any concerns appropriately.



Safeguarding

Safeguarding is something we all share, and together we help keep every child safe. It's important to follow the school's procedures for recording and reporting any concerns, and to support colleagues in doing the same. You'll take part in our annual safeguarding updates, as well as full basic-awareness training every two years, so we can all stay confident and informed. Please ensure you've read, understood, and follow the school's safeguarding policies, including our whistleblowing guidance, so we can maintain a safe and trusting environment for everyone.

Other:

- Follow all school policies, safeguarding procedures and the Trust Code of Conduct, reporting any concerns about the safety or wellbeing of pupils, staff, or visitors.
- Work responsibly and respectfully, promoting inclusion, maintaining confidentiality, and caring for the wellbeing of yourself and others.
- Stay committed to learning and improvement, taking part in training, annual performance management and contributing positively to school and Trust development, as well as attending team meetings.
- Use resources thoughtfully, showing care for school property and the wider environment.

Person Specification

Criteria	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> • Basic level of education. • Experience of cleaning or working in a similar environment. 	<ul style="list-style-type: none"> • Experience of cleaning in a school or public setting. • Relevant training in health and safety or COSHH procedures.
Skills & Knowledge	<ul style="list-style-type: none"> • Knowledge of basic cleaning methods, materials, and equipment. • Understanding of health and safety requirements, including safe use of cleaning substances. • Ability to follow instructions and work to set routines and schedules. • Ability to work independently and manage time effectively. 	<ul style="list-style-type: none"> • Awareness of COSHH regulations and manual handling procedures. • Experience using cleaning machinery (e.g. vacuum cleaners, floor polishers).
Personal Qualities	<ul style="list-style-type: none"> • Reliable, punctual, and hardworking. • Flexible approach to work, with the ability to adapt tasks as needed. • Attention to detail and commitment to high standards of cleanliness. • Friendly and courteous manner when interacting with pupils, staff, and visitors. • Commitment to maintaining confidentiality and safeguarding. 	<ul style="list-style-type: none"> • Willingness to undertake training and develop skills. • Positive attitude and pride in maintaining a clean, safe environment.
Other Factors	<ul style="list-style-type: none"> • Satisfactory Safer Recruitment Checks • Must show understanding of equal opportunities, principles and practices 	