



HCAT Cleaner

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Job Description – Cleaner

Job Title:	Cleaner
Grade:	Grade 2
Responsible to:	Head of School/Business Manager/Premise Manager
Date Agreed:	07.07.2026

Purpose of the Post:

To provide a high-quality cleaning service that ensures the school environment is safe, hygienic, and well maintained, supporting the health, safety and wellbeing of pupils, staff and visitors.

Contribute directly to creating a positive learning environment in line with the trust's values and standards.

Duties and Responsibilities:

Cleaning and Hygiene Standards

- Undertake daily cleaning of allocated areas, which may include:
 - Classrooms
 - Offices
 - Toilets and washrooms
 - Corridors and communal areas
 - Dining spaces
- Ensure high standards of cleanliness and hygiene are consistently maintained.
- Carry out periodic deep cleaning as required (e.g. holidays, infection control).
- Respond to urgent cleaning needs in line with procedures.

Health, Safety and Compliance

- Comply with all health & safety regulations, including COSHH requirements.
- Safely use cleaning chemicals, equipment and machinery in accordance with instructions.
- Wear appropriate PPE (Personal Protective Equipment) as required.
- Report hazards, defects, or concerns promptly to the line manager.
- Follow infection prevention and control procedures.

Safeguarding and Pupil Welfare

- Demonstrate a commitment to safeguarding and promoting the welfare of children.
- Remain vigilant and report any concerns about pupils or site safety in line with school safeguarding procedures.
- Maintain appropriate professional boundaries when working in a school environment.

Equipment and Resources

- Use cleaning equipment appropriately and report any faults/breakdowns in accordance with school procedures.
- Maintain stock levels of cleaning materials and inform management when replenishment is required.
- Ensure cleaning stores are kept safe, secure and organised.

Working Practices and Contribution to Teamwork

- Work effectively both independently and as part of a team.
- Follow instructions and cleaning schedules set by management.
- Be flexible to meet the changing needs of the school.
- Contribute positively to the wider school community.

Professional Standards

- Maintain high standards of attendance, punctuality and reliability.
- Act in accordance with Trust policies, including:
 - Health & Safety
 - Safeguarding
 - Equality and Diversity
 - Staff Code of Conduct

To undertake any other duties commensurate with the grade and responsibilities of the post, as directed by the Head of School, Executive Leader or Trust leadership.

This job description is not exhaustive and may be reviewed and amended, in consultation with the postholder, to reflect changes in organisational requirements, statutory guidance or the strategic direction of the Trust.

Employee Specification – Cleaner

Criteria Number	Attributes	Criteria	How Identified	Rank
1	Qualifications & Training	Willingness to undertake training relevant to the role (e.g. health & safety, COSHH, safeguarding awareness).	Application form/ Interview	Essential
2		Basic health and safety or cleaning-related training.	Application form/ Interview	Desirable
3	Experience	Experience of cleaning in a professional or similar environment.	Application form/ Interview	Desirable
4		Experience of working independently to complete tasks within given timescales.	Application form/ Interview	Essential
5	Knowledge	Basic awareness of health, safety and hygiene standards.	Application form/ Interview	Essential
6		Awareness of safe use of cleaning equipment and materials.	Application form/ Interview	Desirable
7	Skills	Ability to follow instructions and complete cleaning tasks to a high standard.	Application form/ Interview	Essential
8		Ability to work independently and prioritise own workload.	Application form/ Interview	Essential
9		Ability to work effectively as part of a team.	Application form/ Interview	Essential
10		Good attention to detail to maintain high standards of cleanliness.	Application form/ Interview	Essential
11	Personal Qualities	Reliable, punctual and flexible.	Application form/ Interview	Essential
12		Commitment to safeguarding and promoting the welfare of children and maintaining professional conduct in a school environment.	Application form/ Interview	Essential
13	Compliance	Willingness to comply with Trust policies (Safeguarding, Health & Safety, GDPR).	Application form/ Interview	Essential