

## Job Description

Job Title:	Cleaner
Responsible to:	Site Agent
Pay Range:	12.5 hours per week, term time only + training days, plus 3 weeks 1BS point 2 – 3 £7,765 pa actual - £7,887 pa actual
Date Prepared:	February 2026

### **JOB SUMMARY:**

To provide a reliable, clean, safe, and hygienic environment at St John's School. Responsibilities include cleaning classrooms, hallways, bathrooms, and communal areas, and ensuring all spaces are ready for the next school day.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- Consistently carry out cleaning tasks to the required standard, as instructed by the Site Agent, and complete tasks efficiently within a set timeframe.
- To report to the Site Agent or his/her authorised deputy, matters that are likely to affect their work or other matters they consider that they should be aware of.
- Ensure proper use of cleaning products and equipment, including the safe handling and storage of chemicals in line with health and safety guidelines (COSHH)
- To ensure that tools and equipment are in good working order, reporting any faults to the Site Agent.
- To ensure that cleaners' storage lockers and cupboards are kept clean and tidy.
- To undertake any non-routine cleaning tasks as instructed by Site Agent or authorised deputy.
- To work to BILTT Trust and St John's School guidelines at all times particularly in relation to health and safety policy.
- To attend all essential health and safety training courses as determined by the management of the school.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To undertake any other duties of a similar level and responsibility as may be required.
- **Additional three weeks:** One week to be worked during the Easter break, one week during the summer holidays, and the final week to be scheduled in agreement with the Site Agent.

## **PERSON SPECIFICATION – CLEANER**

	<b>Essential Attributes</b>	<b>Preferred Attributes</b>
Experience & Qualifications	<ul style="list-style-type: none"> <li>• Proven experience in a similar environment;</li> <li>• Good standard of literacy to read and understand instructions i.e., cleaning product usage labels;</li> <li>• Attention to detail;</li> <li>• Commitment to achieving high standards of cleanliness and hygiene.</li> </ul>	<ul style="list-style-type: none"> <li>• COSHH knowledge</li> </ul>
Skills and personal qualities	<ul style="list-style-type: none"> <li>• Ability to understand instructions and communicate with other members of staff;</li> <li>• Ability to meet the physical requirements of the role;</li> <li>• Ability to work flexibly to ensure the service is always maintained;</li> <li>• Ability to undertake training;</li> <li>• Able to work on own initiative and be self-motivated .</li> </ul>	

The job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after discussion, to meet the changing needs of the school and/or the wider Trust. You may also be asked to work at other sites within the Trust for which reasonable notice will be given

The Trust will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of any of the protected characteristics (as defined by the Equality Act 2010). The Trust will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified.

BILTT is committed to Safeguarding, Prevent, the welfare of pupils and ensuring equality of opportunity for all pupils, staff, parents and carers; irrespective of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, belief, sex or sexual orientation and expects staff to share that commitment. The post is subject to satisfactory references, social media checks, enhanced DBS, probationary period & health clearance.

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).