



JOB DESCRIPTION

Role Title	Department	Reports to
Cleaner	Site	Cleaning Supervisor

PURPOSE

To maintain a clean, safe, and hygienic environment across allocated areas of the school, supporting the wellbeing of students, staff, and visitors.

DIMENSIONS

Direct Reports	Budget Responsibility
None	None

PRINCIPAL ACCOUNTABILITIES

Cleaning Duties

- Clean assigned areas of the school on a rotational basis, including:
 - Classrooms
 - Corridors and communal spaces
 - Toilets and washroom facilities
- Sweep, mop, vacuum, and polish floors as appropriate
- Empty bins and dispose of waste safely and hygienically
- Clean surfaces, desks, ledges, and touchpoints
- Maintain high standards of cleanliness and presentation throughout

Stock Control

- Replenish consumables such as:
 - Toilet paper
 - Paper towels
 - Hand soap
- Report low stock levels or shortages to the Cleaning Supervisor

Security & Safety

- Close windows after cleaning each area
- Ensure doors are locked securely after rooms are cleaned
- Report maintenance issues or hazards (e.g. broken fixtures, spills, damage)
- Follow health and safety regulations at all times, including safe use of cleaning chemicals and equipment

General Duties

- Work flexibly within a cleaning rota to cover different areas as required
- Use cleaning equipment properly and safely
- To undergo all necessary training as required
- Report any safeguarding concerns in line with school policy

Carry out any other reasonable cleaning duties requested by management

PERSON SPECIFICATION

Qualifications/Education	<ul style="list-style-type: none"> • GCSE Maths and English, grade C or equivalent (Desirable).
Experience/Skills	<ul style="list-style-type: none"> • Previous cleaning experience (in a school or similar environment desirable but not essential) • Ability to work independently and manage time effectively within a 3-hour shift • Good attention to detail and pride in maintaining high standards • Understanding of basic health and safety practices
Particular aptitude/Personal skills required	<ul style="list-style-type: none"> • Reliable and punctual • Trustworthy, especially when working in secure environments • Basic understanding of hygiene standards • Willingness to undertake training where required (e.g. COSHH, safeguarding) • Ability to follow instructions and cleaning schedules • Flexible and willing to work across different areas on rotation

Working weeks/hours 40 weeks / 10 – 15 hours per week

Hours of work Monday to Friday

Working pattern Various shift patterns available: 6.30am to 8.30, 3.30pm to 5.30pm, 5pm to 8pm.

Location of work **Watling Academy, Watling Primary School**

Further information about the role and the contractual requirements

- Cleaners will be employed to work term time plus 3 weeks, with the additional 3 weeks being used to carry out deep cleaning during the school holidays, on dates to be scheduled in advance by the Site Managers.

Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust and the School our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

Personal and Professional Conduct

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all Trust employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: SIGNED: