

Job Description & Person Specification: School Cleaner | Moorlands Primary School (Heritage MAT)

1. Position Overview and Strategic Context

At Moorlands Primary School, a proud member of the Heritage Multi-Academy Trust (MAT), the School Cleaner serves as a foundational pillar of the institution's daily operations. This role is far more than a maintenance function; it is a critical support service that ensures the school remains a safe, hygienic, and welcoming environment where effective teaching and learning can flourish. By maintaining impeccable standards of cleanliness, the post-holder ensures that the physical environment reflects the Trust's commitment to excellence and provides a professional setting for staff, students, and the wider community.

Post Details

Item	Details
Job Title	School Cleaner
Location	Moorlands Primary School (Heritage MAT)
Reporting To	Site Manager / Cleaning Supervisor
Contractual Terms	Term-time only (38 weeks) plus designated holiday hours for seasonal deep cleaning (30 hours – 20 Summer break, 10 hours February half term)
Salary	NJC Grade 3 £6219

Strategic Impact Statement: The excellence of the cleaner's work directly impacts the school's professional reputation and the holistic well-being of the student body. A meticulously maintained site fosters a sense of communal pride and ensures that instructional time is never compromised by environmental or health concerns.

2. Core Purpose of the Role

The strategic value of a pristine school site extends beyond aesthetics; it is a vital component of infection control and the long-term preservation of the Heritage MAT's physical assets. A clean school significantly reduces the spread of illness and ensures that high-value fixtures, fittings, and flooring reach their full service life through proactive care.

The primary objectives of this role include:

- **Standards of Hygiene:** Undertaking cleaning duties efficiently and safely to achieve the highest standards of hygiene and cleanliness throughout the school.
- **Educational Readiness:** Assisting in the maintenance of the school to ensure all environments are prepared for teaching and extracurricular activities.



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- **Regulatory Compliance:** Adhering strictly to Health and Safety policies, including the proper use of Personal Protective Equipment (PPE) and chemical regulations.
- **Operational Coordination:** Working co-operatively with team members and liaising with teaching and classroom staff to coordinate cleaning schedules around school events.

Impact on School Environment: Proactive cleaning reduces long-term maintenance costs by preventing the degradation of surfaces and minimizes classroom disruptions by ensuring a germ-free environment, thereby supporting high levels of pupil and staff attendance.

3. Operational Responsibilities: Environmental Maintenance

The execution of duties is guided by a structured cleaning rota, encompassing daily, weekly, and termly components. This tactical approach ensures that every area of the school—from high-traffic corridors to quiet administrative offices—receives consistent, rigorous attention.

Key Responsibilities:

- **Classrooms and Offices:** Vacuuming carpeted areas, dusting and polishing furniture, cleaning internal glass, and emptying/cleaning waste bins. All removable furniture, such as trolleys and chairs, must be pulled out to ensure cleaning is completed underneath.
- **Sanitary and Cloakroom Areas:** Deep cleaning basins, toilets, urinals, and tiles to maintain germ-free surfaces. This includes the essential duty of cleaning up body fluids and vomit as required, using approved safety protocols.
- **Floors and Surfaces:** Sweeping, mopping, and utilizing powered equipment (such as scrubbing or buffing machines) safely. Responsibilities include removing chewing gum from floors and furniture and cleaning window ledges, radiators, and skirting boards.
- **High-Level Cleaning:** Cleaning pictures, decorations, and tops of cupboards. This involves using step ladders for high-level dusting; the post-holder must follow specific training and safety instructions for all work at height.
- **Kitchens and Staff Rooms:** Disinfecting sinks, work surfaces, and the external surfaces of appliances (ovens, fridges, etc.) to maintain food safety standards.
- **Waste Management:** Safe disposal of waste and recycling into designated collection points in accordance with the school's environmental arrangements.

Impact on School Environment: Meticulous attention to detail prevents the accumulation of hidden allergens and pests, directly contributing to superior air quality and a healthier environment for the school community.

4. Health, Safety, and Site Security

In a public educational building, rigorous adherence to health and safety protocols is a legal and operational necessity. The post-holder is responsible for mitigating risk to themselves, students, and colleagues through disciplined practice.



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Specific Safety and Security Mandates:

- **COSHH Compliance:** Ensuring the safe storage, dilution, and use of chemical agents in line with Control of Substances Hazardous to Health regulations.
- **Manual Handling:** Following training for the movement of heavy equipment, cleaning supplies, and furniture to prevent workplace injury.
- **Hazard Reporting:** Immediate identification and reporting of building defects, equipment faults, or perceived hazards to the Site Manager or Caretaker.
- **Site Security:** Ensuring that windows are shut and lights are turned off at the conclusion of shifts. When required, the post-holder will be responsible for the setting and unsetting of building alarms and the safekeeping of keys.

Strategic Impact Statement: These actions mitigate institutional risk, protect the physical integrity of the Heritage MAT estate, and ensure the school remains a secure environment outside of operational hours.

5. Safeguarding and Professional Conduct

Safeguarding is a non-negotiable priority. Every staff member, regardless of role, is a guardian of student welfare. The cleaner's presence throughout the site allows for unique observations that contribute to the "whole-school" approach to child protection.

Professional Expectations:

- **Safeguarding Training:** Mandatory participation in Trust-level safeguarding and child protection training.
- **Reporting Concerns:** Immediate reporting of student welfare issues or incidents of unacceptable behaviour to designated safeguarding leads.
- **Professionalism:** Adhering to strict punctuality, reliability, and maintaining confidentiality regarding all school matters. Post-holders must follow the school's signing in and out procedures for every shift.
- **Equality and Diversity:** Carrying out duties in compliance with the Trust's Equality and Diversity Policy, respecting all members of the school community.

Impact on School Environment: Consistent professional conduct and vigilance reinforce the school's safety culture and provide an additional layer of oversight to protect vulnerable students.

6. Person Specification: Knowledge, Skills, and Attributes

While technical capability is required, the Heritage MAT prioritizes candidates who demonstrate reliability, a "can-do" attitude, and a commitment to the Trust's values.

Attributes	Essential	Desirable
Experience	Commitment to high standards of cleanliness; experience of general cleaning tasks.	Previous cleaning experience in a busy environment (e.g., school or commercial).
Education & Skills	Ability to build good relationships; ability to work alone or in a team; ability to follow instructions.	GCSE Grade C standard (or equivalent) in English and Mathematics; knowledge of COSHH.
Physical	Physical capability to reach, bend, and move light furniture; ability to manage some heavy lifting.	Experience operating powered scrubbing and buffing machinery.
Qualities	Punctuality, reliability, and initiative; smart appearance and excellent personal hygiene; pride in work.	A flexible approach to work; desire to develop skills through further training (CPD).

Strategic Impact Statement: Selecting a candidate who takes "pride in a job well done" reduces the need for intensive management oversight and increases overall team morale by maintaining a consistently high-quality learning environment.

Requirement for Enhanced DBS Check: Moorlands Primary School and the Heritage Multi-Academy Trust are committed to safeguarding and promoting the welfare of children. All appointments are subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) check, satisfactory references, and medical clearance.