

Job Description



CLOSING DATE 12th December 2025

Post title	Cleaner
Job Evaluation	Yes/No
Grade	Grade 1 SCP 3 £24796.00 pro rata
Hours	6am – 8.30am or 3.30pm – 6.00pm (hours could be negotiable for the right candidate)
Service area	Green Lane Church of England Primary School
Reporting to	The postholder will be accountable to the Head Teacher / School Business Manager/ Caretaker
Location	Your normal place of work will be Green Lane Church of England Primary School, Barnard Castle.
Disclosure and Barring Service (DBS)	This post is subject to an Enhanced Disclosure

Description of role

To work individually or as part of a team to undertake the cleaning of a designated area and ensure high standards of cleanliness and hygiene are met and maintained.

Duties and Responsibilities

Key Responsibilities

- To ensure all waste bins are emptied and refuse is removed and taken to the designated disposal point to ensure the site is clean and tidy and meets with health and safety requirements.
- To clean all furniture and fittings including ledges, pipe work and radiators ensuring high standards of cleanliness and hygiene are met and maintained.
- To clean all sanitary fixtures and fittings including the lavatories, washroom facilities and showers etc., ensuring all areas are maintained to the required standards of health and safety, reporting any damaged or broken facilities, or other maintenance issues to the appropriate member of staff.
- Carry out vacuuming in all carpeted areas ensuring correct use, carrying and storage of equipment.
- Clean all other floor areas appropriately i.e., sweeping, mopping, polishing etc., ensuring wet floor H&S hazard signs are used when required to ensure wellbeing of staff/pupils is maintained.
- To use floor scrubbing machines when required, following correct operating procedures to ensure personal and others safety and wellbeing.
- To assist in the whole school clean during school closure as per the school cleaning programme.

- To check windows and doors are free from damage and closed after cleaning has been carried out to ensure the facilities are locked and secured appropriately.
- To attend any training courses relevant to the post, including safeguarding, ensuring continual personal and professional development.
- The Post holder may undertake any other duties that are commensurate with the post.
- The post holder has common duties and responsibilities in the areas of:

Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

Organisational Responsibilities

Values and behaviours

To demonstrate and be a role model for the school's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the care we provide.

Health, Safety and Wellbeing

To take responsibility for health, safety, and wellbeing in accordance with the Trusts Health and Safety policy and procedures.

Equality and diversity

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

Confidentiality

To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.

Climate Change

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

The above is not exhaustive, and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.