



Job Description

Job Details	
School Name	St Brendan's RC Primary School
Job Title	Cleaner
Grade	Grade A
Primary Purpose of Job	Ensuring that premises are maintained in a clean and hygienic condition.
Responsible to	School Business Manager / Head Teacher
Responsible for	Not applicable
Principal Responsibilities	To maintain a high quality cleaning service within a specified building.

Main Duties	
1.	To deliver a cleaning service against an agreed specification, meeting appropriate hygiene standards.
2.	To keep cleaning equipment in a safe and clean condition and to report any unsafe electrical equipment to the office immediately.
3.	To store cleaning products, chemicals and consumables in a safe and secure place and to ensure efficient and effective usage.
4.	To inform the appropriate person when cleaning products need to be ordered ensuring that stock levels do not fall to an unacceptable level.
5.	To inform line management of problems actual or potential relating to delivery of cleaning service.
6.	To promote customer relationship with onsite clients.
7.	To complete any appropriate documentation in relation to work completed.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Head Teacher and to meet the needs of the school.

Version Control	
Job Description prepared by:	School's HR
Job Description updated:	01 September 2025



Person Specification

Job Details	
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Job Title	Cleaner
Grade	Grade A

The minimum essential requirements for the above post are as follows. Please try to show in your application form, how best you meet these requirements. Disabled candidates are guaranteed an interview if they meet the essential criteria.

Skills and Knowledge		Method of Assessment
1.	Conscientious attitude towards work duties.	Application Form / Interview
2.	Able to maintain a high standard of work.	Application Form / Interview
3.	Sufficiently literate and numerate to cope with routine job documentation.	Application Form / Interview
4.	Ability to work under own initiative and as a member of a team.	Application Form / Interview
5.	Ability to accept and understand verbal and written communication.	Application Form / Interview
6.	Ability to prioritise tasks.	Application Form / Interview
7.	Awareness of Health and Safety.	Application Form / Interview
8.	Competencies Please note the school's competencies, which are considered to be essential for all roles, are in the attached Core Competencies document.	Interview

Experience, Qualifications and Training		Method of Assessment
1.	Able to operate associated equipment.	Application Form / Interview

Work Related Circumstances		Method of Assessment
1.	Able to work evenings and Ad-Hoc in the school holidays	Application Form / Interview
2.	This post is subject to an enhanced disclosure and a barred list check from the Disclosure and Barring Service.	Application Form / Certificate

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