

APPLICATION PACK



Document type	Job Description and Person Specification
Job role	Cleaner
Document agreed	June 2026

Post title	Cleaner
Post Hours	15 hours (3 hours per day Monday to Friday all year round) Can be worked either shift pattern (please indicate on application form). AM: 6:00am- 9:00am or PM: 15:30 – 18:30pm
Post Grade	Grade 3
Location	Millwood School
Special Conditions of Service	Attendance at evening meetings may be required, holidays to be taken when school is closed.
Purpose and Objectives of Post: To undertake high quality cleaning duties under the supervision of Duty Officer (Premises) within the premises to ensure high standards of premise care in accordance with cleaning specifications and current Health and Safety Legislation.	
Accountable to	Headteacher
Immediately responsible to	Premises Team
Responsible for	N/A
Control of resources	Safe use of equipment and cleaning materials
Safeguarding statement	The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
Duties/Responsibilities: To fulfil cleaning duties to an excellent standard which will be monitored by the Premises Management team to include: • Cleaning classrooms and associated areas (hygiene rooms, toilets, kitchens, group rooms, shared spaces, corridors) • Washing • Sweeping • Vacuum cleaning • Toilet/changing room/shower cleaning • Hydrotherapy pool cleaning • Cleaning, polishing and dusting of designated areas (which may include toilets and showers areas) and fixtures and fittings, using where appropriate powered equipment • Emptying of internal litter bins and taking rubbish to designated areas • Emptying of internal recycling bins and taking recycled material to appropriate designated areas • Use Personal Protective Equipment (PPE) and clothing	

- Following relevant school policies regarding including but not limited to safeguarding, code of conduct, health and safety, infection control

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service)

Job Description prepared by:	Sign:	Date:
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

PERSON SPECIFICATION
CLEANER

ATTRIBUTES	ESSENTIAL		DESIRABLE	
Qualifications		AF	NVQ 1 and 2 in Cleaning Building Interiors	AF
Experience	Cleaning in the public or private sector Ability to use powered cleaning equipment.	AF I		AF
Knowledge and Understanding	Ability to work to a contract specification. Ability to identify a colour-coded system of operation. Ability to understand the importance of health and safety regulations and put these into practice. Ability to understand and follow cleaning schedules and instructions. Ability to operate to formal work practices and procedures at all times.	AF I		AF
Skills and Personal Qualities	High standards of operational and personal hygiene Ability to work on own initiative. Ability to work confidentially when required. Excellent communication skills including polite liaison with customers and management.	AF I	Evidence of commitment to a school community	AF
Values and behaviours	Willingness to work unsocial hours to include evenings, weekends, school and public holidays. Excellent attendance and punctuality record Commitment to Equal Opportunities and Racial Equality Adherence to Millwood policies including safeguarding, health and safety, fire safety & COVID. Value all users of Millwood School Act with integrity at all times Use time and resources wisely. Work as a member of a team	AF I		

	Participate and contribute to ongoing CPD and training			
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