Job Details

Job Title	**Cleaner**
Salary	Grade 2 point 3 – actual salary £7,115
Contract Type	Permanent
Responsible to	The Site Manager
Location	Corrie Primary & Nursery School
Working Pattern	All Year Round – 10 Hours per week Monday – Friday
How To Apply	Please send completed Application Forms to hr@ambitioncommunity.uk

Review and Amendment

This job description is intended to provide a clear outline of the main duties and responsibilities of the post; however, it is not exhaustive. The duties and responsibilities may be amended from time to time, in consultation with the postholder, to reflect the changing needs, priorities and requirements of the Trust.

The job description will be formally reviewed annually as part of the Trust's appraisal and performance management process. The Headteacher, in consultation with the HR, may make reasonable amendments to the duties and responsibilities of the post where required to meet operational or organisational needs, provided that such changes remain appropriate to the grade, level and overall purpose of the role.

Any significant or material change to the nature or level of the post will be considered through the Trust's appropriate job evaluation and review processes.

Job Purpose

To provide a high-quality cleaning service across the school premises, ensuring that all teaching, learning, office, welfare and communal areas are maintained to a clean, safe, hygienic and welcoming standard. The postholder will undertake a range of cleaning duties, contribute to maintaining a positive environment for pupils, staff and visitors, and support the school's commitment to health, safety and wellbeing.

Key Responsibilities

Area	Key Responsibilities
General Cleaning Duties.	Cleaning all surfaces, fixtures and fittings, by appropriate method, within the designated area of work (apart from any technical equipment cleaned by other departments).
	Cleaning all mat wells and covered entrances.
	Washing of walls, internal glass and partitions and internal woodwork up to reaching height, using appropriate equipment where necessary.
	Washing and cleaning of light shades/diffusers after removal and prior to replacement by the Caretaker.
	Cleaning of kitchen areas apart from any cleaned by other departments.
	Cleaning of all hard and soft floor surfaces within the designated area by the appropriate method and using machinery where necessary.
	Cleaning of sanitary areas, toilets, showers, changing rooms, sluices, and sick units by the appropriate method.
Other Duties.	Collecting, bagging of waste. Putting ready for disposal. Washing and disinfecting of waste bins.
	Replenishing supplies of soap, paper towels, toilet rolls and waste disposal bags.
	Ensuring that all cleaning equipment used is cleaned before returning to the stores.

	Reporting of faulty cleaning equipment and any conditions that may require the attention of maintenance staff to your immediate superior.
	Ensuring that windows are closed and lights turned off before leaving the area.
	Covering for other cleaners if necessary in the event of staff shortage.
	Ensuring that health and safety guidelines are followed at all times whilst on the premises.
	Ensuring that users of the building are treated with care and consideration.
	To take every opportunity to promote a favourable departmental image to all users of the building.

Person Specification

Qualifications

Criteria	Essential	Desirable
Basic literacy and numeracy skills sufficient to follow cleaning schedules and health and safety instructions.	✓	
Relevant cleaning qualification or training.		✓

Experience

Criteria	Essential	Desirable
Experience of carrying out cleaning duties in a school, public building, office or similar environment.	✓	
Experience of working within an educational setting.		✓

Knowledge and Skills

Criteria	Essential	Desirable
Understanding of cleaning methods, materials and equipment.	✓	
Knowledge of COSHH regulations and safe storage of cleaning materials.		✓
Knowledge of health and safety requirements relevant to cleaning duties.	✓	
Understanding of safeguarding responsibilities within a school environment.	✓	
Ability to clean to a consistently high standard.	✓	
Ability to work independently with minimal supervision.	✓	
Ability to follow instructions, schedules and procedures.	✓	

Ability to identify and report maintenance issues or faulty equipment.	✓	
Ability to manage time effectively and complete tasks within required timescales.	✓	

Personal Qualities

Criteria	Essential
Reliable, punctual and dependable.	✓
Takes pride in maintaining a clean and welcoming environment.	✓
Positive and courteous when dealing with staff, pupils, visitors and contractors	✓
Flexible and willing to assist colleagues as required.	✓
Trustworthy and capable of maintaining confidentiality where appropriate.	✓
Commitment to equality, inclusion and respect for others.	✓
Commitment to maintaining high standards of health, safety and hygiene.	✓

Key Personal Qualities

- Dependable and hardworking.
- Excellent attention to detail.
- Honest and trustworthy.
- Positive and professional approach to work.
- Flexible and willing to support colleagues.
- Friendly and approachable manner.
- Strong commitment to cleanliness and hygiene.
- Able to work efficiently without direct supervision.
- Takes responsibility for maintaining a safe working environment.
- Committed to providing a high standard of service to the school community.

General Duties

All Trust employees are expected to:

- Work in accordance with Trust policies, procedures and financial regulations.
- Maintain confidentiality and comply with data protection requirements.
- Contribute to the safeguarding and welfare of children and young people.
- Comply with health and safety requirements.
- Participate in relevant training and professional development.

- Contribute positively to the work of the Trust and its schools.
- Undertake other reasonable duties appropriate to the grade and nature of the post.

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are required to comply with the Trust's safeguarding and child protection policies and procedures and to undertake safeguarding training appropriate to their role.

The successful candidate will be required to demonstrate an understanding of their safeguarding responsibilities and to act promptly and appropriately where there are concerns about the welfare or safety of a child or young person. This includes maintaining professional boundaries, confidentiality and appropriate conduct at all times.

The Trust operates safer recruitment procedures, and the appointment will be subject to the appropriate pre-employment checks, including an enhanced Disclosure and Barring Service (DBS) check where applicable. The Trust reserves the right to undertake any further checks required in accordance with current safeguarding legislation and guidance.