

***SCHOOL: WESTFIELD COMMUNITY SCHOOL***

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| <b>Job Title:</b>                        | <b>Cleaner</b>  |
| <b>Grade:</b>                            | <b>Grade 2</b>  |
| <b>Responsible to:</b>                   | <b>Site Managers and School Business Director</b>   |
| <b>Responsible for:</b>                  | <b>Early evening cleaning duties</b>  |
| <b>Hours of duty:</b>                    | <b>12 hours per week, term-time plus 7 days – Monday to Thursday 4.00 pm to 6.30 pm, Friday 4.00 pm to 6.00 pm<br/>There is also the option of an alternative morning shift.</b>  |
| <b>Any Special Conditions of Service</b> | <ul style="list-style-type: none"> <li>• The school operates a smoke free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.</li> <li>• Annual leave – term-time, plus 7 days during holiday periods to carry out a deep clean, Therefore staff are required to be in school during term-time. There is no further annual leave.</li> </ul> |
| <b>Values and Behaviours:</b>            | <p><b>Approach the job at all times using the values set out below:</b></p> <ul style="list-style-type: none"> <li>• Valuing other people</li> <li>• Focusing on customers</li> <li>• Acting with integrity</li> <li>• Using time and money wisely</li> <li>• Working together</li> <li>• Always learning and improving</li> </ul> <p><b>Be aware and apply these behaviours at all times</b></p>                     |
| <b>DBS Disclosure Level:</b>             | <b>Enhanced</b>   |
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## **PURPOSE AND OBJECTIVES OF THE JOB**

1. To undertake, individually or as part of a team, the cleaning of designation premises and associated accommodation to ensure that they are kept in a clean and hygienic condition.

## **CONTROL OF RESOURCES**

### **Personnel**

To be responsible for the direction, support and motivation of self and any staff under postholder's control.

### **Financial**

To work in accordance with Financial Regulations and procedures of the school.

### **Equipment/Materials**

Cleaning materials, electrical and non-electrical equipment and reporting faults and defects to your immediate supervisor.

### **Health/Safety/Welfare**

Responsible for the health, safety and welfare of self and colleagues in accordance with School's Health & Safety Policy relating to the promotion of Equality and Diversity.

### **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the school's arrangements.

## **RESPONSIBILITIES**

### **The postholder must:**

1. Perform his/her duties in accordance with the Authority's/School's Equal Opportunities Policy.
2. Ensure that the Authority's/School's commitment to public service orientation and care of our customer is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

### **PRINCIPAL DUTIES**

1. Cleaning
2. Washing
3. Sweeping
4. Vacuum Cleaning
5. Emptying of litter bins
6. Polishing and dusting of designated areas (which will include toilet areas) and fixtures and fittings using, where appropriate, powered equipment

### **SECONDARY DUTIES**

1. To participate in Council programmes of in-service training as a trainee and, when required, as a trainer facilitator
2. To undertake such other duties and responsibilities, of an equivalent nature, as may be determined by the Headteacher (or nominated representative) in consultation with the post-holder and if she/he wishes with her/his trade union representative

**Job Description prepared by: Business Director      Date: 18<sup>th</sup> June 2026**

**Agreed by Postholder:** \_\_\_\_\_

**Date:** \_\_\_\_\_