

Job title: Cleaner

Reports to: Senior Cleaner/Facilities Manager

Date reviewed: May 2026

Responsibilities

Main Duties and Responsibilities

- Daily cleaning of areas, including classrooms, offices, staff rooms, corridors and stairs, furniture and fittings, emptying of bins, replacement of refuse sacks, and the replenishment of paper towels and toilet rolls.
- The daily cleaning of sanitary areas, sinks, washbasins, toilets, floors and all furniture and fittings.
- The periodical cleaning of walls and paintwork, skirting boards, radiators, floors, blackboards, whiteboards, windows (internal), furnishing and fittings.
- To follow the prescribed cleaning methods and schedules as instructed.
- The use of vacuum cleaners and periodic use of polishing machines and a carpet shampooing machine.
- To look after and clean daily all equipment, machinery and the domestic storage areas which should be left in a tidy condition.
- To report any faults in equipment, machinery, fixtures and fittings, to the Cleaning Supervisor.
- Responsibility for locking up College buildings as part of end of day closing duties.
- To perform any other duties or tasks as may be required to ensure the smooth and efficient running of the College as directed by the Cleaning Supervisor.
- Report maintenance/repair requirements to the Cleaning Supervisor.
- Support the cleaning/tidying aspects of College activities such as concerts and meetings.
- To report any accident immediately and to perform all duties in accordance with the school policy on Health and Safety.
- Attend any staff training or development as deemed appropriate and directed by the Cleaning Supervisor.
- At all times to be courteous to pupils, parents, staff and visitors to the College, and to maintain a high standard of appearance and conduct.

Hours of Work

Part time: A minimum of 25 hours per week full year (52 weeks). The post-holder's salary is competitive and will be dependent on experience. Wages are paid monthly in arrears.

Person Specification

	Essential	Desirable
Knowledge, Understanding and Experience		
Knowledge of Health and Safety regulations and how they apply in a school environment.		✓
Understanding of Safeguarding	✓	
Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools.	✓	
Effective use of ICT		✓
Skills/Qualities		
Ability to work in an organised manner	✓	
Ability to work effectively and supportively as a member of the school team.	✓	
Ability to undertake a range of practical cleaning tasks.	✓	
Able to support the wider aims and ethos of the College	✓	
A conscientious and flexible approach to work.	✓	
Ability to identify own training and development needs and cooperate to address these.	✓	
Ability to work one's own initiative.	✓	