

## Job Description

**Job Title:** Cleaner

**Responsible to:** Cleaning Supervisor / Premises Manager

### General description of post:

- Clean designated areas of the school to the highest possible standards.
- Be responsible for promoting and safeguarding the welfare of children and young people.

### Duties and responsibilities

- Undertake the cleaning of designated areas of the school and in the designated time.
- Use cleaning materials as instructed by the appropriate person in charge.
- Operate cleaning machinery in cleaning soft and hard surfaces, e.g. vacuum cleaners and polishers/buffers.
- Work as part of a team and ensure all relevant tasks are completed in allotted time.
- Undertake broadly similar duties commensurate with the level of the post as required by the appointed person and if time allows.
- Adhere to all the agreed school policies.
- Actively participate in any appropriate training.

### Duties will include but will not be limited to the following:

- Spot cleaning of spillages
- Wiping, polishing, dusting of designated areas
- Emptying and cleaning bins
- Cleaning toilets including sanitary fittings and surrounds
- Mopping and spray cleaning hard floor surfaces
- Straightening furniture and general tidying up of designated areas
- Replenishing supplies in toilets
- Checking and closing windows, switching off lights after work.
- Report all defects/hazards must be immediately reported to Supervisor
- During periods when the school is closed, cleaning duties may vary throughout the school e.g. summer cleaning programme.

Designated areas can be classrooms, offices, reception areas, school halls, stairways etc.

**Special Factors:**

**Subject to the duration of the need, the special conditions given below apply:**

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the School's Conditions of Service.
- (d) This position is subject to an enhanced Disclosure and Barring Service check.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Woodbrook Vale School is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

Name: .....

Signed: ..... (Postholder) Date: .....



Signed: ..... (Headteacher) Date: 16.12.2025