

## JOB DESCRIPTION

<b>Position Title:</b>	<b>Cleaner</b>	<b>Date Finalised</b>	January 2026
<b>Hours:</b>	<p>25 hours per week (3pm to 8pm, Monday until Friday)</p> <p>This is a term time contract is for 44 weeks per year; however the academic year is only 39 weeks. Consequently, the balance of days is to be worked either as extra hours in term time (e.g., staff meetings/training) or during school holiday periods, the actual details to be agreed between the line manager and the candidate and are subject to the needs of the school. Employees are expected to attend school for CPS INSET days.</p> <p>Non-teaching staff are required to take their own holidays during the school holiday periods.</p>		
<b>Salary:</b>	£15,795 per annum (FTE £24,225 per annum), Grade A		
<b>Department:</b>	Operations		
<b>Team:</b>	Cleaning Team		
<b>Reports to:</b>	Lead Caretaker		
<b>Job Summary/Purpose</b>			
<p>The primary purpose of the School Cleaner role is to maintain a clean, safe, and hygienic environment throughout the school premises. This includes classrooms, corridors, offices, toilets, and communal areas, ensuring that high standards of cleanliness are upheld to support the health, safety, and well-being of pupils, staff, and visitors.</p>			
<b>Primary Responsibilities</b>			
<p>Carry out a range of defined cleaning duties within an allocated area, in line with agreed procedures and standards which include.</p> <ul style="list-style-type: none"> <li>General Cleaning: sweep, mop or vacuum floors in classrooms, corridors and communal areas. Dust and wipe down surfaces, desks, chairs and other furniture. Empty bins and dispose of waste safely.</li> <li>Sanitization: Clean and disinfect toilets and sinks. Ensure high-touch areas (door handles, light switches) are regularly cleaned.</li> <li>Classrooms and communal areas: maintain cleanliness in classrooms, staff rooms and offices. Clean windows, doors and glass surfaces as required.</li> <li>Use cleaning chemicals safely and in accordance with COSHH regulations.</li> <li>Carry out a deep cleans in the school holidays.</li> <li>Maintain observation on maintenance requirements and report any deficiencies to the Lead Caretaker.</li> <li>To undertake any relevant training to maintain safe, efficient, and effective working practice.</li> <li>To comply with all the School's Policies and Procedures.</li> <li>Employees must be aware of the responsibilities placed on them under the most recent Health &amp; Safety at Work Act and ensure that agreed safety procedures are carried out to maintain a safe environment for employees, pupils, and visitors.</li> <li>Ensure confidentiality for any information obtained relating to staff, parents, pupils, and the school.</li> </ul> <p>This provides a description of the main duties and responsibilities of the post holder and as such is not intended to be exhaustive.</p>			
<b>Are there line management responsibilities?</b>		No	
<b>Other relationships within the school i.e., which parts of the school will this role work closely with?</b>			
All staff and students			
<b>External Relationships i.e., which external stakeholders will this role work closely with?</b>			
Visitors to the school			
Contractors			

Hirers	
<b>Critical Skills</b>	
<ul style="list-style-type: none"> <li>• Able to work on own initiative</li> <li>• Be self-motivated and take a pride in personal appearance and performance</li> <li>• Support the school's values and ethos by helping to create a strong community, characterised by consistent, orderly behaviour and caring respectful relationships</li> </ul>	
<b>What financial responsibility (if any) does this position have?</b>	
None	
<b>Experience, Qualifications, Technical Requirements, Education</b>	<b>Required/Preferred</b>
Sound education	Required
Good level of numeracy and literacy skills	Required
Able to communicate effectively in English	Required
Previous experience in a similar role	Preferred
<p><i>Calthorpe Park School is committed to safeguarding, and all staff have a duty of care towards our young people. We foster a culture of vigilance amongst staff, students and parents and we always listen to children and take their concerns seriously. We will ensure that all our recruitment and selection practices reflect this commitment.</i></p> <p><i>Please note that the successful candidate will be subject to an Enhanced Disclosure and Barring Service checks along with other relevant employment checks.</i></p>	