



JOB DESCRIPTION

School cleaner

Hours: 3.30pm – 6.30pm Monday to Friday (15 hours weekly)

Full time: 52 weeks per year (holiday to be taken outside of term time)

Reports to: The School Business Manager and Cleaning Supervisor

Purpose of job

1. To keep the school at a high standard of cleanliness and hygiene and thereby contribute to the learning environment.
2. To demonstrate and promote safe working practices in relation to current health and safety practices.
3. To work as a member of a large and diverse team of staff supporting the safe and efficient running of the school and creating an environment that safeguards and protects children.

Main duties

1. To undertake the general cleaning of designated areas within the setting, ensuring these are kept in a clean and hygienic condition, both indoors and out.
2. To use cleaning machinery and powered equipment, e.g., vacuum cleaners.
3. To ensure that sufficient cleaning materials are available, informing the Cleaning Supervisor when restocking is required.
4. To be responsible for storing cleaning materials and equipment according to health and safety regulations at the end of the shift, ensuring store cupboards are locked.
5. To empty waste paper bins into sacks and deal with waste according to school procedures and take all the rubbish out at the end of the day. To keep potentially hazardous or dangerous materials (e.g. glass) separate and deal with in accordance with the school's safe practices.
6. To clean all surfaces (desks, benches, tables, chairs etc), ensuring that paints, glue, clay, and sand etc. is removed.
7. To sweep hard floor surfaces and vacuum carpets, dealing as necessary with spillages etc. To spot mop and wash floors as necessary, depending on the use

to which the area has been put and the nature of the surface (concrete, lino, tile etc).

8. To check and polish furniture as required. To clean and polish glass in doors and partitions as and when required.
9. To pick up teaching aids left on the floor and store safely.
10. To clean toilets, including lavatory pans, scour hand basins, fixtures and fittings using cleaning fluids and disinfectant as appropriate and in accordance with safe working practice, and restock toilet rolls, soap etc as required.
11. To report broken windows, failed light bulbs, blockages and any health and safety hazards to the Site Manager or Cleaning Supervisor.
12. To collect any personal possessions of teachers and pupils which have been left in the classroom and take them to a designated point or if they are valuable (money, watches, jewellery), to hand them to the Site Manager.
13. During school closures, to do a deep clean including washing and disinfecting dustbins, wash walls, doors furniture and shelves, with assistance to move furniture, roll carpets etc to enable the thorough cleaning and maintenance of floors.
14. To work in a cooperative way, offering help and support to colleagues in order that the team functions efficiently.
15. To participate in relevant staff meetings, training and supervision.
16. To wash own overalls at home.
17. To undertake any duties consistent with the post as directed by the Cleaning Supervisor or School Business Manager.

Person Specification

- Commitment to all school policies and procedures
- Commitment to equalities, safeguarding and teamwork
- Excellent punctuality and attendance
- Confidentiality, hard work and trustworthiness
- Good oral communication skills

Safeguarding

Coldfall is committed to the safeguarding of children; the successful candidate will be expected to undertake an enhanced Disclosure and Barring Services check, two positive references and any other checks in line with KCSIE 2025.