



**St Robert
of Newminster**
Catholic School and Sixth form College



Bishop Wilkinson
Catholic Education Trust

Job Description

Post Title: Cleaner
Salary: Grade B, SCP 3
Location: St Robert of Newminster Catholic School & Sixth Form College
Reports to: School Operations Manager

Job Purpose

- Working with the Premises Team responsible for the fabric of the school.
- Provide and maintain a high standard of cleanliness and hygiene throughout the school.

Main Duties and Responsibilities

- Cleaning all furniture and fittings including ledges, pipe work and radiators.
- Cleaning all sanitary, fixtures and fittings in the toilets, ensuring all areas are maintained to the required standards of health and safety, reporting any damaged or broken facilities, or other maintenance issues to the Line Manager.
- Ensuring all waste bins are emptied and refuse is removed and taken to the designated disposal point in order to ensure the site is clean and tidy and meets with health and safety requirements.
- Carrying out vacuuming in all carpeted areas ensuring correct use, carrying and storage of equipment.
- Cleaning all other floor areas appropriately i.e. sweeping, mopping, polishing etc, ensuring wet floor H&S hazard signs are used when required to ensure wellbeing of staff/students is maintained.
- Keeping appropriate light equipment, machinery and cleaning cupboards in a clean and hygienic condition.
- Reporting faulty equipment, machinery etc to the Line Manager.
- Checking windows and doors are free from damage and closed after cleaning has been carried out to ensure the facilities are locked and secured appropriately.
- Ensuring lighting in corridors and rooms is switched off when rooms have been vacated.
- Assisting the site staff in ensuring lighting is turned off in areas not being used at the end of the school day to facilitate locking up.
- Assisting in the whole school clean during school closures as per the school cleaning programme.
- Adhere to Health and Safety guidance and training for the post.
- Attending any training courses relevant to the post, ensuring continuing, personal and professional development.



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Additional Information

- Clothing/appropriate PPE will be provided by the school (i.e., uniform, rubber gloves, eyewear, etc.) and must be worn for protection. The laundering and repair of these items is the postholder's responsibility.
- Unless otherwise indicated, no part of this job profile should be construed as determining the amount of time spent on a particular duty or responsibility.
- This job profile will be the subject of regular review and any part of it may be amended as a result of such a review or at any time after consultation with the post-holder.
- You will be entitled to sufficient training in order to ensure a clear understanding of these duties.
- Engage in promoting the values and acting as a role model for the Trust.
- Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust's information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

September 2025



Person Specification

Post Title: Cleaner

Salary: Grade B, SCP 3

Factors	Essential		Desirable	
Qualifications & Training	E		D1	Manual handling training. COSHH Training. Knowledge of health and safety.
Experience	E		D	Experience of cleaning within a school, organisation or business.
Skills	E	Ability to work within a team. Ability to follow instructions. Ability to work independently. Good time keeping. Understanding the need to present as a good role model for children in behaviour, speech, dress and attitude. Willing to comply with policies and procedures relevant to the post.		
Personal Attributes	E	Responsible and honest. Well organised. Flexibility with working hours High standards and expectations. Ability to use initiative. Discretion and confidentiality. Trustworthy, hardworking and good work ethic.	D	
Special Requirements	E	A commitment to safeguard the welfare of children. Compliance with data protection principles. Compliance with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies.		



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		Compliance with health and safety policies, rules and regulations. To uphold the Catholic ethos of our schools.		
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