

Job Description

Post Title: Cleaner
Salary: Grade B, SCP 3
Reports To: School Business Manager

Job Purpose

To maintain a high standard of cleanliness, safety, and hygiene across the school by carrying out routine cleaning duties in designated areas. The role supports a positive learning environment by ensuring facilities are clean, safe, and welcoming for pupils, staff, and visitors, while following Health & Safety procedures and using equipment appropriately.

Main Duties and Responsibilities

- Sweeping, mopping, wiping, washing, polishing, vacuuming, dusting and polishing walls, floors, furniture and fittings in accordance with service specification and standards and including personal items belonging to service users as necessary.
- Cleaning sanitary fixtures and fittings in toilets and ensuring they remain hygienic, safe, and fully operational.
- Use cleaning chemicals safely and follow COSHH guidelines.
- Reporting damaged or broken facilities or other maintenance issues to Line Manager.
- Emptying waste bins, removing refuse, and taking rubbish to the designated disposal points.
- Using powered cleaning equipment appropriately and safely.
- Keep cleaning equipment, machinery, and cupboards clean, safe, and hygienic.
- Notify the Caretaker of any maintenance problems, faulty equipment or machinery, or hazards.
- Assisting with major cleaning duties during school closures as part of the cleaning programme.
- Attending relevant training to maintain and improve personal and professional cleaning standards.
- Undertake the physical demands of the role, including lifting, carrying, bending and prolonged standing, with reasonable adjustments where appropriate.

Additional Information

- The Trust and/or School will provide any uniform and personal protective equipment (PPE) necessary for the safe performance of duties. The postholder is required to wear all issued items in accordance with Trust policies, statutory health and safety regulations, and specific task-related risk assessments. The postholder is responsible for maintaining PPE in good condition and reporting any damage or replacements needed. Standard uniform items must be kept clean by the postholder.
- 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.

October 2026