



**Job Description and Person Specification**  
**Cleaner**





## JOB DESCRIPTION

### Cleaner

<b>Reporting to:</b>	Premises Manager
<b>Salary/Grade:</b>	3
<b>Hours of work:</b>	12.5hrs per week x 38 weeks (term time) + additional 2 weeks (for summer deep clean)
<b>Post Purpose:</b>	To ensure that an exceptionally high level of cleanliness is maintained throughout the school on a daily basis.

#### Main duties and responsibilities

- To carry out cleaning duties as required, including sweeping, dusting, wall washing, toilet cleaning, mopping and use of vacuum cleaners.
- Use electrical and mechanical equipment, floor polishers, etc when necessary and after appropriate training.
- Use stepladders when necessary and with due regard to the Health & Safety of themselves or others
- Use approved cleaning materials in accordance with manufacturers printed instructions and COSHH Regulations. (Chemicals should **NEVER** be mixed with other chemicals).
- To be responsible for the care of all cleaning equipment and materials assigned to them.
- Where practicable, ensure windows and doors are closed and locked when leaving rooms. Report to the Premises Officer any defects seen, likely to effect security, i.e., broken windows, window catches.
- Wear protective clothing provided, additionally shoes which are suitable for the work being carried out must be worn, e.g., slippers and flip flops are not acceptable as they may create a Health and Safety risk.

#### School Ethos

- To play a full part in the life of the school community and to encourage and ensure staff and students follow this example.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.
- To undertake any other reasonable task, at the discretion of the Headteacher.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



**SIGNATURES:**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed: \_\_\_\_\_  
(Employee)

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Headteacher)

Dated: \_\_\_\_\_

***Lutterworth High School Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment will be conditional upon an enhanced DBS, satisfactory references and medical clearance.***



## PERSON SPECIFICATION

### Cleaner

#### Qualifications & Experience

Essential	Desirable
<ul style="list-style-type: none"><li>• Knowledge of basic cleaning techniques</li></ul>	<ul style="list-style-type: none"><li>• Commercial or school cleaning experience</li></ul>

#### Skills & Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"><li>• Ability to follow and understand instruction and relevant procedures</li><li>• Good interpersonal skills</li><li>• Be productive and show initiative.</li><li>• Empathy with children and young people</li><li>• Capable of working on own initiative</li><li>• Ability to demonstrate enthusiasm and sensitivity while working with others</li><li>• An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.</li></ul>	

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**Telephone:**

01455 552710

**Email:**

[admin@lutterworthhigh.co.uk](mailto:admin@lutterworthhigh.co.uk)

**Address:**

Lutterworth High School  
Woodway Road  
Lutterworth  
Leicestershire  
LE17 4QH

[www.lutterworthhigh.co.uk](http://www.lutterworthhigh.co.uk)

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