



**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**

- Carry out cleaning duties as required, including sweeping, dusting, wall washing, toilet cleaning, mopping vacuuming.
- Use electrical and mechanical equipment, such as floor polishers, safely and only after appropriate training and when necessary.
- Use stepladders safely when necessary and with due regard for the Health & Safety of yourself and others.
- Use approved cleaning materials in accordance with manufacturers printed instructions and COSHH Regulations. (Chemicals should **NEVER** be mixed with other chemicals).
- Be responsible for the care, safekeeping and proper use of all of all cleaning equipment and materials assigned to you.
- Where practicable, ensure windows and doors are closed and locked when leaving rooms. Report any defects affecting security (e.g. broken windows, window catches) to the Premises Officer as soon as possible.
- Wear protective clothing provided and suitable footwear (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, to support and uphold the school's values and to encourage staff and students to follow this example.
- To comply with the school's health and safety policy and undertake risk assessments as appropriate.
- To promote actively the school's policies and procedures
- To engage in continuing professional development as agreed.
- To undertake any other reasonable duties as directed by the Headteacher.

**Note:** *This job description is not exhaustive and may be amended to reflect the changing needs of the school, in consultation with the postholder*

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 satisfactory pre-employment checks, including an enhanced DBS disclosure, online searches as part of our safer recruitment process, 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><li>• No formal qualifications required, but willingness to undertake training is essential</li></ul> | <ul style="list-style-type: none"><li>• Commercial or school cleaning experience</li><li>• Training in COSHH regulations</li><li>• Basic health and safety training</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>• Reliable, punctual, and trustworthy</li><li>• High attention to detail and pride in maintaining high standards of cleanliness</li><li>• Capable of working on own initiative</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> | <ul style="list-style-type: none"><li>• Awareness of safeguarding and child protection responsibilities (training will be provided)</li></ul> |

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