



St Joseph

Catholic Multi Academy Trust

JOB DESCRIPTION and PERSON SPECIFICATION

Job Title:	Cleaner	Grade:	NJC SCP 2
Area/Section:	St Ambrose Catholic Academy	Salary:	£7,194.46
Date Prepared:	July 2025	Hours:	12.5 hours per week
		Contract:	This role is for 41 weeks per year – 37 weeks during school term time + 4 additional weeks to be worked as agreed

Role Purpose

The purpose of the cleaner's role is to maintain a clean, safe, and hygienic environment within the academy by performing routine cleaning tasks such as sweeping, mopping, dusting, vacuuming classrooms, offices, corridors and common areas and sanitising surfaces.

This position plays a vital role in ensuring that all areas are presentable and meet health and safety standards, contributing to the overall comfort and satisfaction of pupils, staff, visitors, and other users of the building. The cleaner is expected to carry out duties efficiently and with attention to detail, while respecting confidentiality and maintaining a professional attitude at all times.

Role Summary

- Perform daily cleaning duties to ensure a consistently clean, tidy, and safe environment across all designated areas to the highest standards.
- Use appropriate cleaning equipment and materials in accordance with health and safety guidelines and procedures.
- Support a positive atmosphere by maintaining high standards of hygiene, contributing to the overall comfort and well-being of pupils, staff and visitors.
- The post-holder will be committed to promoting the welfare, appropriate development and protection of young people.

Key Responsibilities and Accountabilities

General Cleaning Duties

- Routine cleaning including:
 - Sweeping, mopping, vacuuming, and polishing of hard and soft floors in all assigned areas.
 - Dusting and wiping down surfaces, furniture, fixtures, and equipment.
 - Spot cleaning spillages as required.
 - Wiping ledges, pipes, paintwork, walls, doors and polishing door glass.
 - Cleaning and disinfecting restrooms, including toilets, sinks, mirrors, and floors.
- Empty bins and disposing of waste in accordance with recycling and waste management procedures.
- Undertake periodic deep cleaning during academy closure periods.



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Maintenance of Cleaning Equipment and Supplies

- Ensure cleaning tools and equipment are used correctly and maintained in good working order.
- Monitor stock levels of cleaning materials and report when supplies need replenishing.
- Store cleaning products safely and securely, following COSHH regulations.

Health, Safety, and Hygiene Compliance

- Follow health and safety guidelines to prevent accidents and ensure a safe environment.
- Wear appropriate personal protective equipment (PPE) at all times while on duty.
- Report any maintenance issues, hazards, or safety concerns to the appropriate personnel.

Teamwork and Communication

- Work collaboratively with colleagues and support other team members when required.
- Communicate effectively with supervisors to report issues or receive instructions.
- Maintain a professional and courteous manner with staff, visitors, and clients.

General Responsibilities

- Follow all Trust policies and procedures relating to legislative and statutory requirements, including on Health and Safety and Safeguarding, including those required by Company education and charity law, Data Protection, and funding agreements.
- To participate in performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.
- To be aware of and support difference and ensure equal opportunities for all.
- To attend meetings within the trust and external events as required.
- To maintain constructive relationships and communicate with other agencies/professionals/parents and pupils.
- To recognise own strengths and areas of expertise and use these to support others.
- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Promote a safe and healthy environment for pupils, staff and visitors.
- Other duties commensurate with the grade of the post as directed by the Headteacher.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Trust and Academies are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust.



PERSON SPECIFICATION

The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.

	Essential	Desirable
1. Qualifications and Training		
Willingness to complete training in safe use of cleaning equipment and materials.	✓	
Understanding of, or willingness to be trained in, Health and Safety and COSHH (Control of Substances Hazardous to Health) regulations	✓	
Willingness to undertake any mandatory school-based training (e.g. fire safety, manual handling, first aid if required)	✓	
2. Experience		
Previous experience in a cleaning role, ideally within a school or similar environment with high footfall.	✓	
Competence in using cleaning materials and equipment safely and effectively.	✓	
Previous experience working in an educational or childcare setting.		✓
3. Knowledge, Skills and Abilities		
Ability to maintain a high standard of cleanliness in classrooms, toilets, corridors, and communal areas.	✓	
Basic Health and Safety procedures.	✓	
Basic communication skills for reporting issues and understanding instructions.	✓	
Capable of working independently or as part of a team with minimal supervision.	✓	
Attention to detail and consistency, especially in areas impacting health and safety.	✓	
Basic understanding of safeguarding practices and a commitment to promoting a safe environment for children.		✓
Knowledge of COSHH regulations and safe handling of cleaning chemicals.		✓
Familiarity with infection control, particularly relevant in settings with young children.		✓
Flexibility to support school events or work occasional out-of-hours shifts when required.		✓
4. Professional and Personal Qualities		
Belief that every student should have access to an excellent education regardless of background.	✓	
A commitment to the Trust's core purpose around giving children the best possible Catholic education and a commitment to supporting the Catholic ethos of the Trust	✓	
To have excellent attendance and punctuality	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities and a commitment to professional development	✓	
Commitment to high educational, professional and personal standards, acting with integrity and honesty to safeguard the financial probity and reputation of the school	✓	



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	Essential	Desirable
Understanding of promoting positive relationships with the wider school community	✓	
Thinks and acts strategically by reflecting and analysing and making sound ethical judgements	✓	
Works to high levels of accuracy	✓	
Pursues a shared vision with enthusiasm and determination	✓	
Effective communication skills – both written and verbal	✓	
Empathy and respect for children, parents and their needs	✓	
A calm manner and a good sense of humour	✓	
Approachable, committed and resourceful	✓	
Able to manage stressful and challenging situations	✓	
Prepared to work flexibly and adapt to changing needs	✓	
Tenacity and the ability to work effectively under pressure	✓	
Proven capacity to work innovatively and independently	✓	

The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.

Disclosure of Criminal Record:

	The successful candidate's appointment will be subject to the Trust obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service (if ticked as an essential requirement).	✓	
	If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓	
	If the post-holder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A

The employment checks are required:

	Evidence of entitlement to work in the U.K.	✓	
	Evidence of essential qualifications – section 1 of PS	✓	
	Two satisfactory references	✓	
	Confirmation of medical fitness for employment	✓	
	Registration with appropriate bodies (where applicable)	✓	