



## Cleaner Job Description

**Job Title:** Cleaner

**Grade of Post:** National Living Wage

**Hours of Work:** Monday to Friday (term time only plus 10 days outside of term time)  
4.5 hours per day completed between 2:30am - 7:30am  
Or 2 hours per day completed between 2:30am - 7:30am

**Responsible to:** Trust Premises Officer and Head of School

**Purpose of the Job:**

To provide a high standard of cleaning throughout their work.

**Objectives:**

- Dusting, sweeping, vacuuming, mopping, toilet cleaning, desk cleaning, etc
- Replenishing toilet rolls and soaps when necessary
- Cleaning internal windows and doors
- Emptying waste bins and taking rubbish to the bin store
- Operating floor cleaning machinery after training
- Mix and dispose of all cleaning solutions appropriately
- Notifying management of any repairs and maintenance issues
- Following all health and safety regulations
- Tackle heavy cleaning jobs upon request

**Other Responsibilities:**

- Work well in a small team
- Contribute to the overall ethos, work and aims of the school
- Attend relevant meeting and participate in training and other professional development activities
- Any other items requested by the Trust Premises Officer or Head of School

**Conditions of Employment:**

- These duties are neither exclusive nor exhaustive and the postholder may be required to undertake other duties and responsibilities without changing the general character of the post in order to meet the needs of the school and as directed by the EP/HoS
- The post is subject to Pay and Conditions and to other locally agreed conditions of employment
- The post holder duties must be carried out in the compliance with XP's Equal Opportunities and Health and Safety at Work Act (1996) requirements.

