



Wonder
Learning Partnership
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Melbourne Primary School

Cleaner

(PERMANENT / PART TIME)



Job Description & Person Specification

Cleaner

Responsible to:	Headteacher
Salary	SCP2 £20,441 (Full time equivalent)
Hours of work:	12.5 per week (Term time only)

Job Description

The primary role of the school cleaner is to provide a reactive and proactive cleaning service after school hours. The role requires a high standard of cleaning within the school, creating a clean and safe environment for pupils, staff, and visitors within school.

The cleaner's principal accountabilities are:

Principal Accountabilities	
1	To organise and carry out all allocated work to a high standard.
2	To comply with all statutory regulations and ensure that COSHH and Health & Safety regulations and guidelines are fully complied with.
3	To provide a proactive and reactive cleaning service, identifying areas for immediate and longer-term cleaning.
4	To ensure areas of heavy traffic are kept clean, including toilets, bathrooms and corridors, through direct cleaning after the school day has ended.
5	To undertake relevant training either (internal and external) as directed by their line manager.
6	To operate cleaning equipment in an efficient and safe manner.
7	To comply with and have an awareness of Health and Safety for themselves and others.
8	To completion of all cleaning tasks as directed by their line manager.
9	To ensure that personal protective equipment provided by the school is worn when on



	duty.
10	To report any building or facilities damage / faults to their line manager promptly.
11	To ensure that stock levels for cleaning supplies are correct and place orders through the school office in a timely manner.
	The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

Person Specification		
	Essential	Desirable
Qualifications		
Basic literacy & numeracy – to be able to read and understand health & safety information, training documents and school communications	x	
Safeguarding training		x
Health and Safety training		x
COSHH training		x
Experience		
Cleaning in a school or commercial environment	x	
Using cleaning systems, machinery and equipment	x	
Adopting health and safety practices within the workplace		x
Using cleaning supplies as directed by COSHH regulations and an understanding of COSHH		x
Skills and Knowledge		
Ability to work under direction and on own initiative	x	



Ability to liaise effectively with colleagues	x	
Ability to follow and adhere to school / workplace policies	x	
IT Knowledge and basic skills (for training and internal communications)		x
Ability to clean to a high standard	x	
Good understanding of Health and Safety practices	x	
Personal Qualities & Values		
Commitment to the Trust's ethos and values	X	
Calm and patient	X	
Willingness to be flexible	X	
Friendly and approachable personality	X	
Willingness to grow and develop professionally with support from colleagues and the Trust	X	
Organisational skills	X	
Awareness of the importance of confidentiality	X	
Good attendance and work ethic	X	
High commitment to providing the highest standards for the pupils within the Trusts care	X	
Commitment to safeguarding and equality at all times	X	

The Trust operates a safe recruitment process and appointment to the post will be subject to suitable references and an enhanced Disclosure and Barring Service check. The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Note – This job description & person specification is not necessarily a comprehensive definition of the post. It will be during the first year and will be subject to modification and amendment after consultation with the post-holder.



How to apply

If you would like to apply for this vacancy, please download a Support Staff application form from the trust website <https://wlp.education/vacancies/>

For any enquiries or to arrange a visit, please email our friendly office team, admin@mcps.org.uk

Completed application forms should be emailed to admin@mcps.org.uk

Closing Date: 26th September 2023

If you have not heard from us by 29th September, then unfortunately your application has not been successful. Thank you for your interest in this post.

**Interview: Interviews will take place
week commencing 25th September 2023**

The trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts.

