



Love



Compassion



Respect



Believe

## **Mottram CE Primary School**

**Job Title: School Cleaner**

**Reports To: Site Manager / Business Manager / Headteacher**

**Hours: 15 hours a week (2:45 – 5:45pm)**

**Contract: All year round**

**Pay Scale: Grade B, point 3**

**Start Date: w/b 30<sup>th</sup> March 2026**

**Closing Date: Monday 9<sup>th</sup> February 2026 at 3:30pm**

### **Job Purpose:**

To provide a high standard of cleanliness and hygiene throughout the school premises, ensuring a safe and pleasant environment for pupils, staff, and visitors, in accordance with school policies and health & safety regulations. Securing classrooms, offices, staff room and communal areas at the end of the day.

### **Key Responsibilities & Duties:**

- **General Cleaning:**
  - Dust, damp wipe, polish furniture, ledges, window sills, radiators, shelves, and fixtures.
  - Clean classrooms, offices, staff rooms, corridors, and other designated areas.
  - Vacuum carpets and sweep/damp mop hard floors.
  - Empty and clean waste bins, managing general waste and recycling.
  - Doors, and glass partitions as required.
- **Washroom Duties:**
  - Clean toilets, sinks, and hand basins daily.
  - Replenish soap, toilet rolls, and paper towels.
  - Wipe tiles and polish mirrors.
  - Mop floors daily

- **Materials & Equipment:**

- Safely use cleaning agents and powered equipment as directed, following COSHH guidelines.

Report any equipment breakdowns or maintenance issues.

**Health, Safety & Security:**

- Work in accordance with all relevant Health & Safety legislation and school procedures.
- Report any hazards, incidents, or security issues (e.g., unlocked windows, alarms).
- Adhere strictly to the school's safeguarding and child protection policies, reporting any concerns.

- **Other Duties:**

- Undertake deep cleaning tasks during school holidays.
- Follow daily, weekly, and termly cleaning rotas.
- Maintain good working relationships with other staff.
- To lock all classrooms, staffroom, offices & communal areas at the end of day.
- To open the gates at the end of the school day and lock them once all the children have been collected.



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## Person Specification (Key Attributes):

- Commitment to maintaining high standards of cleanliness and hygiene.
- Awareness of health and safety and safeguarding procedures.
- Ability to work independently and as part of a team.
- Good communication skills.
- Reliable, with a positive "can-do" attitude.
- Willingness to undertake training and participate in performance management.
- To support Mottram's distinctive mission and ethos and to encourage staff and students to follow the example.
- Ensure high levels of professional conduct at all times with particular reference to punctuality, dress and presentation and uphold the public image of Mottram Primary School.

All staff In school will be expected to accept reasonable flexibility in working arrangements and the allocation of additional duties.

## Requirements:

- Satisfactory Enhanced Disclosure and Barring Service (DBS) check.
- Experience in a non-domestic cleaning role (beneficial, not essential)