



JOB DESCRIPTION: Cleaner

Hope Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

JOB TITLE: Fixed Term Contract: Cleaner

SALARY: £24,610.86 FTE; Pro Rata £7,160.55 per annum

HOURS: 12.5 hours per week (Monday to Friday 3.45pm to 6.15pm)

DURATION: 39 weeks

CLOSING DATE FOR APPLICATIONS: Wednesday 7th January 2026

INTERVIEWS: Week Commencing 12th January 2026

START DATE: Monday 2nd February 2026

RESPONSIBLE TO: Principal

MAIN PURPOSE OF THE JOB:

To undertake general cleaning duties to provide a clean, hygienic and safe environment for teaching and other school activities.

Main responsibilities and duties:

- To carry out cleaning tasks set out in the school's cleaning schedule
- To use all cleaning materials and equipment in a safe and proper manner and in accordance with any instructions and specifications provided.
- To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the Principal (or another nominated supervisor).
- To observe health and safety and security requirements.
- To complete any appropriate records or documentation required by the Principal
- To maintain good working relationships with other school staff and to co-operate with reasonable changes to daily work routines to assist the smooth operation of the school.
- To ensure that work undertaken complies with stated requirements and undertake appropriate training, as required.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
- Such other duties commensurate with the grade of the post as may be required by the Principal (or another nominated supervisor)

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of the Principal.

PERSON SPECIFICATION: Cleaner

Qualifications and training

- Good level of literacy and numeracy
- Willingness to undertake relevant training

Experience

- Previous experience of facilities cleaning and working in a primary school or other community setting (desirable)

Skills and knowledge

- Good practical skills and ability to use initiative
- Understanding of health and safety requirements in a school environment (desirable)
- Ability to follow instructions and work independently

Personal qualities

- Reliable, punctual, and trustworthy
- Positive attitude and a commitment to high standards of cleanliness and safety
- Willingness to be flexible and respond to the needs of the school
- Ability to communicate effectively with staff, pupils, and visitors
- Commitment to upholding the ethos and values of Hope Community School
- Be physically fit

Hope Community School is committed to the safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment. Any appointment will be subject to the receipt of satisfactory health check, references and enhanced DBS check.