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JOB DESCRIPTION

Post Title:	School Cleaner	**Department / Service:**	Education
Hours:	15 hours a week	**Level:**	G01
Location:	Ysgol Emrys ap Iwan	**Job Evaluation Number:**	GP0011
Responsible to:	Cleaning Supervisor / Site Manager	**Responsible For: (Staff)**	N/A

Job Purpose:
The duties and responsibilities of a cleaner may vary from school to school but the following is a list of duties and responsibilities of the cleaner. To provide an effective and efficient onsite cleaning service and being responsible for maintaining a high standard of cleanliness throughout the school.

Duties and Responsibilities - Job Specific	
1.	To carry out cleaning duties individually or as part of a team in the area of the school allocated by the caretaker / Headteacher.
2.	To be ready to begin duties promptly at the specified time.
3.	All cleaning must be carried out to a safe system of work to ensure safety of staff, pupils and others.
4.	Ensure that cleaning work is carried out to the recognised standard and at the frequencies laid down by the headteacher /Caretaker/ employing Ysgol ensuring that all work is carried out safely.
5.	Ensure safe usage and storage of equipment and materials in accordance with the COSHH safety manual currently in force
6.	Signing in, signing out and completing any required paperwork, in a timely manner.
7.	Report any maintenance problems to the caretaker / Headteacher, in a timely manner.
8.	To occasionally undertake the tasks of the caretaker, when they are off site

Duties and Responsibilities – Corporate	
1.	To be responsible for establishing good working relationships both internally and externally.
2.	Compliance with the School's Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered.
3.	To participate actively in supporting the School's principles and practices of equality of opportunity as laid down within the Equalities Policy.
4.	To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the department, directorate and school as a whole.
5.	Employees will be required to give certain information relating to themselves in order that the school may properly carry out its duties, rights and obligations as an employer. The school will process and control such data principally for personnel, administrative and payroll purposes.
6.	As a term of your employment and in order to maintain effective departmental operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or Head of Service.
7.	The school is committed to safeguarding children and vulnerable groups. All Council employees are expected to be aware of the Corporate Safeguarding Policy and their responsibility to report any concerns in the appropriate manner and timescales.

Review Date/Right to Vary

This job description is not intended to be an exhaustive list of duties. The school reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service.

Signed by: ……. **Date:** ……..
Employee's Name and Signature

Approved by
Head of Service: …….. **Date:** ……..

PERSON SPECIFICATION

Post: School Cleaner

Date: February 2026

Factor	Requirements	How Identified	Essential	Desirable
Knowledge & Skills	Good numeracy and literacy skills and able to communicate clearly.	**AF/I**	E	
	Previous experience of cleaning.	**AF/I**		D
	Awareness of policies and procedures relating to Child Protection, Safeguarding, Health and Safety, Confidentiality and Data Protection.	**AF/I**	E	
	The ability to communicate in English is essential.	**AF/I**	E	
	The ability to communicate in Welsh is desirable.	**AF/I**		D
Supervision & Management	N/A			
Creativity & Innovation	Ability to work on own initiative, dealing with any unexpected problems that arise.	**AF/I**	E	
Contacts & Relationships.	Must have an awareness that the role may involve contact with children's, parents and the school staffing team	**AF/I**	E	
Resources	If personal protection clothing are supplied, it must be worn at all times, as provided, and maintained to an appropriate standard	**AF/I**	E	
Physical Demands	Applicants must be in good health & have physical fitness appropriate to undertake the range of duties as describe in the job description.	**AF/I**	E	

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.

Identification of the requirements will be through the:

Application Form (AF),

Interview (I),

Test at interview (T),

Presentation at interview (P),

Verification (V)

Reference (R)