

PENRYN COLLEGE

JOB DESCRIPTION

Job title:	Cleaner
Grade:	B1 £24,317FTE, pro rata wage to be calculated.
Hours:	15 – 30 hours, 15 hours per week minimum.
Responsible to:	Assistant Premises Manager
Direct Supervisory Responsibility:	None
Indirect Supervisory Responsibility for:	None
Important Functional Relationships	<u>Internal:</u> Headteacher, teachers, support staff, pupils, Governors. <u>External:</u> Parent/Guardians, Visitors.

Main Purpose of the Role:

The primary objective of this role is to perform cleaning duties in a designated area, either independently or collaboratively within a team, to maintain a high standard of cleanliness and hygiene. This role ensures that the assigned space is consistently kept clean, sanitary, and well-organized, contributing to a safe and pleasant environment for all users.

Duties and Responsibilities:

1. **Area Cleaning:** Clean designated areas of the school as assigned by the Premises Manager or Supervisor.
2. **Use of Cleaning Materials:** Follow instructions from the Premises Manager or supervisor regarding cleaning supplies, ensuring proper use of each product.
3. **Operation of Cleaning Machinery:** Use cleaning equipment, such as vacuum cleaners, i-mop and Scrubber Dryer to maintain both soft and hard surfaces effectively.
4. **Cleaning of Equipment and Surfaces:** Regularly clean desks, computers, keyboards, telephones, and other equipment using approved products to ensure hygiene.
5. **Sanitization of High-Touch Surfaces:** Ensure door handles, door frames, and frequently touched surfaces are disinfected regularly with appropriate cleaning products.
6. **Specific Cleaning Tasks:** Carry out assigned cleaning tasks as needed, including:
 - Vacuuming hard and soft floor surfaces
 - Spot cleaning spills
 - Wiping down furniture, ledges, pipes, doors, and polishing glass
 - Emptying and sanitizing waste bins
 - Cleaning toilets and related fixtures
 - Mopping and spray-cleaning hard floors
 - Polishing and straightening furniture as needed
 - Replenishing janitorial supplies (toilet paper, hand soap, etc.) in restrooms
7. **Hazard Reporting:** Immediately report any hazards or maintenance issues to the School Premises Manager or supervisor.
8. **Policy Adherence:** Ensure adherence to all school policies and procedures, including Health and Safety, COSHH (Control of Substances Hazardous to Health), and Manual Handling protocols.
9. **Use of Approved Cleaning Materials:** Only use authorized cleaning products, following instructions for dilution rates and purposes as directed.



10. **PPE Compliance:** Wear all issued personal protective equipment (PPE) consistently while performing duties.
11. **Safety Signage:** Display wet floor signs or other cautionary signage when cleaning to maintain safety.

General:

1. **Active Participation in Performance Review:** Engage proactively in performance reviews and take responsibility for identifying learning and development opportunities in discussion with your line manager.
2. **Health and Safety Compliance:** Follow all individual health and safety responsibilities within the workplace, ensuring a safe environment for yourself and others.
3. **Commitment to Equal Opportunities:** Ensure that all duties align with the School's Equal Opportunities Policy, fostering an inclusive environment.
4. **Child Protection Awareness:** Be vigilant and follow the school's child protection policies, reporting any concerns to support the welfare and safety of children.
5. **Adherence to Policies and Legislation:** Stay informed of and comply with relevant rules, policies, and legislation, including Health and Safety, Data Protection, GDPR, and the School's Code of Conduct.
6. **Confidentiality Maintenance:** Respect and protect the confidentiality of information encountered during the performance of your duties.
7. **Commitment to Self-Development:** Take charge of your own ongoing development by pursuing relevant training and growth opportunities.
8. **Flexibility in Duties:** Be prepared to take on additional duties aligned with your position's grade as needed, demonstrating adaptability and a willingness to support the school's broader needs.



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PERSON SPECIFICATION

Job Title: Cleaner

Person Specification prepared by: HR Office

Date prepared: Nov 2025

Attributes	Essential	Desirable	How Identified
Relevant Experience	Previous cleaning experience in a similar environment.	Experience with Health and Safety practices.	Application form.
Training/Qualifications	Training in Manual Handling.	Additional Health and Safety training.	Application form.
Education	Basic literacy and numeracy skills, equivalent to GCSE grade C (Level 4) or above.		Application form and interview.
Special Knowledge and Skills	<ul style="list-style-type: none">- Understanding of cleaning standards and procedures.- Ability to work independently and follow instructions.- Good communication and interpersonal skills.- Ability to work well as part of a team.- Good organizational and time management skills		Application form and interview.
Additional Factors	<ul style="list-style-type: none">- Awareness and commitment to the safety and protection of children and young people.	<ul style="list-style-type: none">- Understanding of equal opportunity practices.	Application form and interview.