



Job Description: Cleaner

St Thomas of Canterbury Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant employment checks (including online/social media checks and appropriate overseas checks). The post will be exempt from the provisions of the Rehabilitation of Offenders Act 1974. Please see our Child Protection Policy, which is located on the school website.

Job details

Job Title:	Cleaner
Scale Point:	NJC E2 2 (FTE £24,513) Salary pro rata for part time
Hours/week:	5.0 hours per week - Monday to Friday, term time only
Responsible to:	Business Manager / Head teacher

Main purpose:

The caretaker and cleaning team as a whole are responsible for maintaining high standards of cleanliness throughout the school. Each cleaner will be responsible for an area and will be expected to clean to the frequency and standard set out. At the direction of the Head teacher or Caretaker, cleaning staff will clean other areas as required.

The Head teacher will delegate the monitoring of the cleaning to the Caretaker and it is their responsibility to ensure that high standards of cleanliness are reached and maintained. From time to time the Headteacher will carry out spot checks on areas within the school.

Main Duties – Daily

1. Toilet and Cloakroom Areas:

- Clean lavatory basins with appropriate cleaner provided.
- Clean inside and outside surrounds of sinks
- Clean taps
- Refill toilet dispensers in all cubicles
- Refill paper towels in each dispenser
- Wipe tiles
- Polish mirrors
- Wipe paintwork
- Empty black sacks/rubbish bins
- Clean and mop floor with appropriate cleaner and bleach as instructed

2. Classrooms/ Group Rooms / Music Room/ Staff Room/ Offices/ Meeting Rooms and Library Areas:

- Vacuum (spot clean where necessary)
- Hard flooring – dust control sweep or vacuum.
- Furniture / desks – damp dust (all removable furniture e.g. trolleys must be pulled out and cleaned under)
- Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges)
- Bins – empty daily and damp wipe monthly
- Clean inside and outside surrounds of sinks
- Doors – remove marks from glass, doors and walls
- Clean telephones



3. Corridors:

- Hard flooring – dust control sweep or vacuum.

4. Stairs:

- Vacuum carpet (spot clean where necessary)
- Hard flooring – dust control sweep or vacuum,
- Fixtures & fittings – dust and damp wipe (incl. skirting, pipes, window ledges)
- Doors – remove marks from glass, doors and walls

5. Outside area/playground

- Clear away all rubbish
- Empty bins
- Ensure the playground is clean and tidy.

6. Any other appropriate duties as required by the Headteacher

Person specification

Essential

- Previous cleaning experience in a school, office, or similar setting
- Knowledge of cleaning methods and materials
- Awareness of health and safety procedures (e.g., COSHH)
- Ability to work independently and as part of a team
- Attention to detail and commitment to high standards of cleanliness
- Reliable, trustworthy, and punctual
- Friendly and approachable, especially around children
- Physically able to undertake cleaning duties
- Willing to undergo an enhanced DBS check and committed to safeguarding

Desirable

- Experience cleaning in a primary school environment
- Health and safety or cleaning-related certificates
- Ability to identify and report issues to site staff
- Flexible and willing to adapt as needed
- Initiative in suggesting improvements

Closing date for applications is Thursday 12th February 2026 at 12.00 pm.

Interviews will be held on Thursday 19th February January 2026

Start date: To be agreed.