



## EVENING CLEANER JOB DESCRIPTION

### Main Purpose of Job:

The postholder is responsible for maintaining the cleaning standards as laid down in the school's cleaning specification; and for reporting site maintenance issues to the Site Manager.

### Main Responsibilities and Duties:

- Cleaning a specified area of the school.
- Assisting other members of the team as necessary and when asked to do so.
- Reporting problems to the Site Manager.
- Reporting maintenance issues to the Site Manager.

### Cleaning Standard to be achieved in all areas

A good standard of cleaning is required with an absence of soiling, dust, dirt, stains, odours and marks. Surfaces shall be maintained to preserve and enhance their existing condition; polished surfaces shall be maintained in a polished state; buildings and all parts of buildings should show a well cared for, bright and pleasing appearance.

The cleaning tasks to be monitored will include the following at such frequencies as specified:

- Mopped and swept floors
- Scrubbed floors
- Scrubbed desks and tables
- Cleaned toilets and showers
- Washed hard chairs
- Vacuumed carpets with chewing gum removed
- Cleaned ceramic surfaces
- Dusted furniture and fittings
- Spot cleaned carpets
- Sanitised phones
- Cleaned upholstered chairs
- Washed down joinery
- Cleaned walls up to 11ft
- Cleaned windows inside
- Cleaned window blinds
- Cleaned light fittings
- Emptied and cleaned waste paper bins

### Equipment and Machinery

- Ride-on Scrubber Dryer
- Medium Walk Behind Scrubber Dryer

**Additional Information:**

NOTES:

1. Previous experience as a Cleaner desirable.
2. Previous experience of working with young people is an advantage.
3. The post holder will work 2.5 hours per day, term time only plus 62.5 hours\*  
\*These hours are worked during school holidays for deep cleaning but with some flexibility on dates and times.
4. The annual salary will be Grade 15 point 3 £12.85 per hour (rising to point 4 - £13.05 after 6 months probationary period)
5. 2.5 hours per day to be worked from 17:00-19:30pm or 17:30-20:00pm each day.
6. The appointment is subject to the general conditions of service for Westfield Academy staff.
7. Professional development is an integral part of the post. The post will be subject to an annual process of Performance Review.

This job description is current as of March 2026. It is not necessarily a comprehensive definition of the post and it may be subject to modification or amendment at any time after consultation with the holder of the post.

**Agreed** that the Job Description is a fair and accurate statement of the requirements of the job:

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Job Holder: ..... Date: .....

Line Manager: ..... Date: .....

Designated Senior Manager: ..... Date: .....

*Westfield Academy is fully committed to safeguarding and promoting the welfare of children and follow best practice procedures to ensure their safety.*