

# **ADCOTE SCHOOL JOB DESCRIPTION**

**POST: SCHOOL CLEANER (Maternity Cover starting Sept 2025)**

**RESPONSIBLE TO: The Operations Manager/SLT**

**STATUS: Permanent Full Time / Term Time plus 5 weeks**

**1 week Christmas holidays, 1 week Easter holidays and 3 half terms.**

**HOURS OF WORK: 37.5hrs per week.**

**HOURLY RATE: Rate Up to £13.68/hr inclusive of Holiday pay**

**Additional hours also available during our Summer Camps 2025.**

An opportunity has become available to join our committed and friendly cleaning team as Maternity cover School Cleaner at Adcote School. We are looking for someone who is hard-working, enthusiastic and has excellent standards.

With training and uniform provided, an affable and conscientious cleaner is required to work with our existing team. Previous experience of cleaning within a school environment would be an advantage; however, most importantly, the successful candidate must be flexible, reliable, friendly and committed.

## **Duties will include:**

- To undertake general cleaning, dusting of fixtures & fittings, polishing, emptying of litter bins, and maintaining cleanliness within various locations and buildings throughout the school including toilets, bathrooms and shower areas where applicable.
- To ensure all bathrooms and toilet areas are cleaned daily.
- To ensure that the boarding bedrooms and communal areas are kept to a high standard of cleanliness and cleaned daily.
- To ensure that classrooms are cleaned and waste bins emptied daily.
- Corridors and stairs swept and hoovered as per rota.
- To ensure that all procedures for security, safety, health and fire precautions. are adhered to in accordance with the Health & Safety Policy.
- To ensure that all store rooms and equipment are kept clean, hygienic and maintained and that stock takes are carried out on a regular basis.
- To ensure that all chemicals and equipment are always locked away when not in use.
- To report to the Operations Manager any faults arising with the equipment used i.e. vacuum cleaners etc.
- To report to the Operations Manager any consumables needed to be reordered.

## **Our ideal candidate will;**

Good general cleaning skills

- Friendly and approachable character
- Ability to work on their own and self motivate but also be a good team member.
- Be driven by excellence and attention to detail and be able to self critique
- Willing to take on a challenge!

**Health and Safety:**

- Maintain a safe and positive working environment.
- Under the Health & Safety at Work Act, a member of staff is required to take reasonable care for his/her health and safety and abide by the School's Health & Safety policy.

Please visit the Support vacancies page at [www.adcoteschool.co.uk](http://www.adcoteschool.co.uk) and submit your application form to Lucy Capener School Secretary & HR Manager on [schoolsecretary@adcoteschool.co.uk](mailto:schoolsecretary@adcoteschool.co.uk)

Closing date 16<sup>th</sup> June 2025,

*This Job Description may be altered to meet changing needs and will be reviewed with the post holder. The Job Description is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary from time to time.*