

Cavendish Close Infant and Nursery School

Cleaner

Job details

Salary: Derby City Council Support Staff Grade B (£13.48 per hour)

Hours: Term time only (including INSET days) 4pm to 6:24pm, Monday to Friday, 12 hours per a week

Contract type: Fixed term initially, from as soon as possible until Wednesday 22nd December 2027, with the potential to become a permanent role

Reporting to: Site Manager, School Business Team & Headteacher

Responsible for: Working as part of the cleaning team to maintain the school to a high level of cleanliness, health & hygiene on a daily basis.

Job description

1 Accountabilities and Knowledge	To understand and comply with policies and procedures relevant to child protection and safeguarding, health and safety and COSHH.
	Promote and actively support the behaviour values of the school.
	Maintain a safe indoor environment.
	Know when to seek support. Report all incidents and concerns to Line Manager.
2 Job Purpose & Accountabilities	To undertake cleaning of allocated areas to maintain a high standard of cleanliness, as directed.
	To operate domestic and industrial cleaning equipment and materials in an efficient and safe way, following appropriate training and guidance, within set procedures.
	To store allocated equipment and materials safely and securely.
	Perform duties in line with Health & Safety and COSHH, taking action where hazards are identified, reporting serious hazards to the Line Manager immediately.
	Collecting and disposing of waste.
	Refilling and replacing soap, paper towels and other consumable materials.
	To undertake specialised cleaning programmes during school closures or other designated occasions.
	To correctly use protective clothing and equipment when required, adhering to all risk assessments and H&S policy and procedures.
3 Mental Skills	Able to follow clear instructions and set routines for a limited number of regular tasks.
	Able to identify hazards and take appropriate action.

4 Interpersonal and Communication Skills	Able to exchange information with Line Manager and staff and follow clear instructions.
	Form appropriate, professional and respectful relationships with staff and children.
	Contribute to teamwork.
	Know when to maintain confidence concerning sensitive information.

5 Physical, Emotional and Mental Demands	Able to meet the physical demands of the role for the duration of the cleaning hours, including standing, walking, lifting, carrying, pulling and pushing.
	There may be elements of working in awkward positions such as bending, crouching, kneeling and working in a constant position.
	Able to work at a good pace, whilst remaining thorough.
	Able to operate equipment, manual or electrical, domestic or industrial.
	Be alert and respond to hazards and challenging situations.

6 Responsibilities	Understand responsibilities regarding Health and Safety and COSHH requirements.
	Follow procedures for working at height and manual handling.
	Follow all relevant risk assessments to the role and ensure the use of PPE when required.
	Follow procedures for dealing with accidents.
	Responsible for safe use of equipment.
	Always demonstrate common courtesy to all stakeholders.

7 Performance	Engage with the school's appraisal/performance management procedures, target setting, accessing professional development and reviewing progress.
	Undertake relevant training to develop in the role.

Person specification

Criteria	Qualities
Qualifications and training	• Basic literacy skills: ability to read so competently able to access policies, procedures and training, good spoken English. • Basic IT skills: the ability to complete essential online training relevant to the role independently • First aid training (or willingness to complete it) • Knowledge of Health and Safety at work act and COSHH • Knowledge and understanding of safe moving, lifting & handling

Experience	• Previous experience of working within a cleaning role • Previous experience of working in a school (desirable, not essential) • Working and collaborating within a team • Knowledge and understanding of safe working practices, recognising the importance of ensuring a secure and safe environment • Experience of using a variety of cleaning equipment • Experience of completing straightforward paperwork
Skills and knowledge	• Ability to respond quickly and effectively to issues that arise • Ability to use own initiative and take action accordingly • Effective communication with adults and children • Ability to follow instructions from senior team members • Ability to build effective working relationships with colleagues • Understanding the importance of safeguarding and confidentiality to protect pupils
Personal qualities	• Commitment to maintaining the school to a high level of cleanliness, health & hygiene • Uphold and promote the ethos and values of the school • Maintain confidentiality at all times • Commitment to safeguarding, equality, diversity and inclusion • Ability to communicate well with adults and children • Ability to work alone or as part of a team • Commitment to the good practice of cleaning • High personal expectations • Flexible approach to the needs of the site/location • Willing to undertake training courses relevant to the role and the wider school setting • Organisational skills to prioritise work, to work to deadlines and work on own initiative • Ability to demonstrate practical approach to problem solving • Ability to undertake some tasks which need some physical effort and fitness appropriate to the duty

Cavendish Close Infant and Nursery School is committed to equality of opportunity in employment and services. We will offer the successful candidate a friendly, welcoming and supportive environment that is dedicated to professional development and high expectations for all.

Cavendish Close Infant and Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As this post is regulated activity, successful appointments are subject to an enhanced Disclosure and Barring Service check and relevant recruitment checks that comply with guidance in the most recent version of Keeping Children Safe in Education. We would like to remind candidates that it is illegal to apply for this position if you are included on the barred list.

Any offer of employment will be subject to satisfactory references, one of whom must be your current or most recent employer and the relevant employer from the last time you worked with children (if applicable).

All shortlisted candidates will be required to complete a self-declaration form during the recruitment process. The role is exempt from the Rehabilitation of Offenders Act 1974, meaning the school has the right to know about the

criminal history of job applicants (including any spent convictions) and can take this into account when making recruitment decisions. This exemption applies to all school-based jobs, as the work involves contact with children.

As part of our due diligence checks, the school will carry out an online search for all shortlisted candidates. By submitting an application, you are giving your consent for this to be completed if shortlisted.

All members of staff will receive training in line with our Child Protection and Safeguarding Policy which can be found on our website: [Child-Protection-and-Safeguarding-Policy-2026.27-.pdf](#)