



JOB DESCRIPTION

School Cleaner

Job purpose: Ensuring a high standard of cleanliness is achieved within the boarding area and throughout the school by carrying out routine cleaning duties as specified by the Manager.
To work within all Health and Safety guidelines to ensure a safe working environment.
Fill and replenish toilet tissue, soaps etc. to the required standard.
Clean all equipment to ensure in good working order.
To undertake any training required including attending INSET training as required.

Status: Part time, term time or 52 weeks a year
Core hours: 3 hours per day
Salary: £12.71
Start date: October 2026

All staff are expected to:

- Follow the School's Safeguarding policy and procedures and to ensure the well-being of all pupils in their care is their highest priority
- Contribute to the day-to-day running of the School and follow its policies and procedures
- Take an active role in ensuring the realisation of the School Development Plan
- Treat each pupil and each other as an individual with courtesy and respect
- Have due regard for Health & Safety within the School

Key Responsibilities

- Ensuring a high standard of cleanliness is achieved within the boarding area and throughout the school by carrying out routine cleaning duties as specified by Matron
- To work within all Health and Safety guidelines to ensure a safe working environment
- Fill and replenish toilet tissue, soaps etc. to the required standard
- Clean all equipment to ensure in good working order
- To undertake any training required including attending INSET training as required

Person Specification

The successful candidate will have the following attributes:

- Enthusiastic individual possessing drive, energy and commitment with a keen eye for detail
- Ability to use own initiative and prioritise tasks.
- Approachable and courteous

NB This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

Copthorne Prep School is committed to safeguarding and promoting the welfare of children and the successful candidate will be subject to checks by the DBS and past employers.

November 2021