



The Griffin Primary School



Sponsored by Lawrence Sheriff School

Job Description – Cleaner

The Griffin Primary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, governors and volunteers to share this commitment. We believe that pupils have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse. Everyone who works or volunteers at the academy is subject to an enhanced DBS disclosure.

Closing Date:	12.00 pm on Wednesday 1 st July 2026
Interview Date:	Friday 10 th July 2026
Start Date:	1 st September 2026
Salary:	Paid at Spinal Column Point (SCP) 3 £6,086.89 per annum
Hours:	10 hours per week (2 hours after school Monday-Friday), 41 weeks per year (Term time and training days plus additional 2 weeks equivalent over school holidays)
Contract type:	Permanent
Reporting to:	Office Manager

Applications should be made on the application form provided.

The Griffin Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

The Griffin Primary School is a single form entry school which opened in Rugby in September 2023. With purpose-built school and nursery buildings, this is a golden opportunity to be a founding member of the school and plan and implement outstanding provision within a growing team. We believe that a happy school is a successful school and our vision is that all members of our school community are 'Happy, kind and confident'. We are sponsored by the outstanding Lawrence Sheriff School in Rugby, which is also the host for Coventry and Central Warwickshire's Teaching School Hub.

JOB PURPOSE

To ensure that the school is a pleasant, clean and safe place for our children, staff and visitors to be.

Note: This is a broad description of the types of duties/activities expected at this level, for illustrative purposes. This is not intended to provide an exhaustive list of duties.

SAFEGUARDING AND CONFIDENTIALITY

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check) on appointment and will undergo induction and child protection training, with regular updating.

RESPONSIBILITIES AND MAIN DUTIES

- Thoroughly cleaning areas to the required specification, as directed, using correct techniques and cleaning equipment.
- Safe removal of litter and waste to allocated disposal points, taking particular care with liquids, broken glass or other substances, which may be unsafe to staff or pupils. This could include bodily fluids, vomit, blood, excrement, on occasions.
- Locking and unlocking windows and doors as directed.
- Undertaking training in use of methods, materials and equipment.
- Working safely using correct warning signs, protective clothing and safety equipment if appropriate, being mindful of hazards to staff and pupils. Compliance with the school's health & safety policies.
- Replenishing supplies of toiletries, plastic bags etc., as directed.
- Ensuring all containers of cleaning agents are correctly labelled before use and are used safely and in compliance with manufacturers written instructions and that all chemicals are securely and safely stored in line with COSHH regulations, when not in use.
- Emptying vacuum cleaners and buffer vacuum bags at the end of **each** session. Cleaning and checking all equipment after use, including cables for wear and tear, and storing away in a suitable safe area. Notifying supervisor of any faults found.
- Ensuring mops, cloths etc., are washed and left to dry as appropriate at the end of each cleaning session.
- Reporting immediately to your supervisor if there are any defective items.
- Ensuring your supervisor is aware of low stock levels of materials and equipment for which you are responsible.
- Assist in keeping chemicals and cleaning materials and equipment storage areas in a clean and tidy condition.
- To assist in cleaning any other areas of the school site when specified, as required, e.g. out of term time cleaning rotas and areas.
- Hours are liable to change during holiday periods as and when required.
- Any other duties or responsibilities as defined by the Head Teacher

GENERAL DUTIES

- To be accountable for and promote equal opportunity and cohesion.
- All employees have a responsibility not only for their own behaviour but also for others regarding equality of opportunity. All incidents must be reported to the supervisor.
- To participate in performance review and development. Develop his/her own skills and expertise in a professional manner.
- To represent the school in a professional manner at all times.
- To meet the school's aims and objectives and to promote their values and vision.
- To actively promote safeguarding and child protection, attend safeguarding training and promote the welfare of children, young people and vulnerable adults at an appropriate level to this role.
- Be aware of and comply with policies and procedures relating to, but not exclusively to, Child Protection, Safeguarding, Data Protection, E-safety, Code of Conduct, Security, confidentiality and reporting all concerns to the appropriate person.
- Contribute to the overall ethos and standards expected by the school.
- Attend and participate in meetings as required.
- Any other duties commensurate with the duties/responsibilities/grade of this post.

FLEXIBILITY

- All staff are expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of school aims and effective team working.
- There is the possibility of additional hours for the right candidate with regards to being a keyholder for out of hours' lettings.

PERSON SPECIFICATION

		Measured By				
		Essential	Desirable	Application	Interview Process	References
Qualifications and Training						
1	Good numeracy and literacy skills.	√		√		√
2	Willingness to participate in training and development.	√		√		√
Professional Experience and Knowledge						
1	Previous experience of cleaning in a similar, work environment		√	√	√	√
2	Understand school's policies and how they relate to local and national frameworks/policies eg. Child protection, health & safety, equal ops, etc.	√		√	√	√
3	Knowledge and understanding of safeguarding requirements and good practice	√		√	√	
4	Be able to operate equipment and use materials	√		√		
5	Understand and can work to procedures, follow straight forward instructions and read labels	√		√	√	
Skills & Abilities						
1	Ability to understand and comply with instructions (written and verbal).	√		√	√	√
2	Able to take direction but also work collaboratively and effectively as part of a team taking initiative when required	√		√	√	
3	Can respond to unforeseen circumstances (eg hazards, accidents etc)	√		√	√	
4	Have good time management	√		√		√
5	Have an awareness of confidentiality and data protection.	√		√	√	
6	Capable of moderate physical activity.					
7	Ability to understand and apply school Health & Safety practices and procedures.	√		√	√	√
8	Methodical, practical approach to cleaning.		√	√	√	√
Personal Qualities						
1	Be Kind, Confident and Happy					
2	Has high expectations and personal integrity, taking pride in their work.	√		√	√	
3	Can identify straightforward solutions to simple problems, eg improving working methods, rearranging cleaning schedules	√		√	√	
4	Is pro-active in offering ideas	√		√	√	
5	An exemplary record of health and punctuality		√			√