



CLEANER

JOB DESCRIPTION

Dates: Starting date: Immediate start

Hours: Part-time: 15 hours per week (Mon to Fri, 15.30 pm to 18.30)
39 Term Time Weeks plus one week (27 days holiday, plus bank holidays)

Pay: £12.21 per hour (annual salary £8,168.49 per annum)

Location: The Swanage School

Closing date: 29th October 2025

Main job purpose

To undertake general cleaning duties to provide a clean, hygienic and safe environment for teaching and other school activities. This role will be part of a team of cleaners; the postholder will be expected to work with limited supervision to an established work pattern. Variations in work requirements and allocation will be determined by the Cleaning Supervisor.

Main responsibilities and duties

- To carry out cleaning tasks set out in the school's cleaning schedule.
- To use all cleaning materials and equipment in a safe and proper manner and in accordance with any instructions and specifications provided.
- To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the Cleaning Supervisor.
- To observe health and safety and security requirements.
- To complete any appropriate records or documentation required by the Cleaning Supervisor.
- To maintain good working relationships with other school staff and to co-operate with reasonable changes to daily work routines to assist the smooth operation of the school.
- To ensure that work undertaken complies with stated requirements and undertake appropriate training, as required.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

PERSON SPECIFICATION

- Good communication skills working with colleagues at all levels.
- Previous experience in a school environment would be desirable.

To apply, please complete an application form (available on the school website or request a paper copy) and return to recruitment@theswanageschool.co.uk

Or post to:
Jen Heath
The Swanage School
High Street
Swanage
Dorset
BH19 2PH

Alternatively, telephone Jen Heath on 01929 500599.

Safer Recruitment

The Swanage School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring service checks along with other relevant employment checks.
