



JOB DESCRIPTION

TITLE OF POST: Early Morning Academic Block Cleaner (12.5 hours per week, term time only)

WORKING HOURS: Monday to Friday: 05:00 – 07:30
The post holder will be required to work a minimum of two weeks during school holiday periods.

ACCOUNTABLE TO: Assistant Bursar – Estates

RESPONSIBLE FOR: Cleaning and presentation of all areas within the Sports Hall building

Cleaning areas are subject to change in line with operational requirements and may be reallocated at the discretion of the Assistant Bursar/ Bursar.

ROLE PURPOSE:

To ensure designated academic areas are cleaned and prepared to a high standard prior to the start of the school day, providing a safe, hygienic and well-presented learning environment for pupils and staff.

A. Key Responsibilities

Academic Block Cleaning Responsibility

- Take full responsibility for cleaning standards across the **top floor of the Dearnley Building**, including:
 - Classrooms including Art Room
 - Toilets and washroom facilities
 - Corridors, stairwells and circulation areas
 - Storage cupboards and ancillary spaces
- Ensure all areas are cleaned, reset and ready for use prior to the start of the school day
- Maintain high standards of cleanliness and presentation within a teaching and learning environment
- Cleaning areas are subject to change in line with operational requirements and may be reallocated as required

Early Morning Operational Duties

- Work independently to complete all assigned cleaning tasks within a limited timeframe
- Prioritise key areas to ensure readiness for morning activities and lessons
- Identify and address any immediate cleaning issues ahead of site opening

Core Cleaning Duties

Duties include, but are not limited to:

- Vacuum cleaning hard and soft floors
- Spot cleaning spillages promptly
- Wiping furniture, ledges, pipes, paintwork and doors
- Emptying, cleaning and relining bins
- Cleaning toilets, including sanitary fittings and surrounding areas
- Mopping and maintaining hard floor surfaces
- Straightening and resetting furniture
- Replenishing consumables (toilet paper, soap, paper towels, etc.)
- Scrub-drying floors and poolside areas
- Shampooing carpets as required
- Checking and securing windows and doors and switching off lights where appropriate

Health, Safety & Compliance

- Recognise, report and where possible remove hazards or unsafe conditions
- Immediately report faults in equipment, accidents, or near misses
- Use cleaning materials correctly, including safe dilution and application
- Ensure safe handling, storage and use of all cleaning products
- Store equipment safely after use
- Comply fully with health and safety legislation and school policies

Team Contribution

- Work collaboratively as part of the Housekeeping team
- Support colleagues as required to maintain overall site standards

Holiday & Deep Cleaning Support

- Participate in planned deep cleaning activities during school holiday periods where required
- Support periodic cleaning of the wider school.
- The post holder will be required to work a minimum of two weeks during school holiday periods.

B. General Responsibilities

- Be flexible and prepared to undertake duties appropriate to the role to support the efficient running of the school
- Attend training as required and apply learning in day-to-day duties
- Work in a safe manner at all times, ensuring the safety of self and others
- Maintain confidentiality of all information encountered in the role
- Uphold and promote the School's core values

PERSON SPECIFICATION – Early Morning Academic Block Cleaner (12.5 hours per week, term time only)

	ESSENTIAL	DESIRABLE	Assessed From:
Qualifications	Basic literacy and numeracy	Relevant cleaning or health and safety training	Application
Experience	Experience of cleaning in a professional environment	Experience of working in a school or similar environment Experience of working in environments with specialist needs (e.g. swimming pools)	Application Interview references
Knowledge and Skills	Understanding of cleaning methods and standards Ability to work independently and use initiative Good time management and ability to prioritise workload	Awareness of health and safety practices Ability to respond effectively to reactive cleaning needs Basic understanding of safe chemical use	Application/ Interview/ References
Disposition and attributes	Reliable, punctual and consistent Strong attention to detail and pride in work Flexible and willing to support wider team needs Positive and cooperative approach to teamwork Commitment to safeguarding and promoting the welfare of children		Interview References

How to apply

Please complete and return the application form, which is available on our website.

Either by email to: **bursarsec@townclose.com** or post to:

Miss Anna Linsmith
Town Close School
14 Ipswich Road
Norwich
NR2 2LR

Closing date: Friday 24th July 2026 at 12.00pm

Interviews: 28th, 29th and 30th July

Please do not send a curriculum vitae (CV) as we are not able to accept this as a substitute for the application form. However, if a disability precludes you from completing the standard form, please contact the Bursar's Secretary who will be able to advise you on an alternative means of applying.