



TRINITY

CATHOLIC
HIGH
SCHOOL

Cleaner

Reporting to:	Health & Safety Manager
Suitable for:	Experienced/newly experienced
Contract:	Temporary, 6-month post in first instance, 20 hours per week Mon – Fri 3pm -7pm Term Time. Between 9am to 4pm School Holidays
Start date:	ASAP
Salary:	London Living Allowance £14.80
Location:	Trinity Catholic High School, Woodford Green
Disclosure level:	Enhanced

The Role

We wish to appoint a Cleaner to work alongside the caretakers and other cleaners in a busy secondary school. Duties will include:

- Vacuum cleaning hard and soft floors
- Spot cleaning of spillages
- Wiping furniture, ledges, pipes, paintwork, doors & polishing door glass
- Emptying and cleaning bins
- Cleaning toilets including sanitary fittings and surroundings

About Our School

Trinity Catholic High School is a large Catholic comprehensive school situated in the London Borough of Redbridge and within the Diocese of Brentwood. Highly regarded in the area, we have a reputation for excellence in all aspects of our service to the children in our school and the wider community. Many of our staff are long serving; 10 years plus, which highlights their happiness and commitment to the school. Many ex-students choose our school to support their own children because of their own positive experiences here. The highest standards relating to Teaching and Learning are a feature of daily life at Trinity and these significantly and positively impact student progress and attainment which are demonstrated by our excellent exam results.

We are seeking a Cleaner who has:

- Good organisational skills and attention to detail
- Experience working in a hands-on role
- Had cleaning experience in a similar role, although this is not essential
- A flexible approach to working



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Your Application

The school can **only accept applications** made on our school application form please apply via <http://mynewterm.com>. **Early applications are welcome**

- Closing date for applications: 11th October 2026

We are committed to safeguarding and promoting the welfare of our pupils. Candidates must be willing to undergo child protection screening. This will be to obtaining a satisfactory enhanced Disclosure and Barring Check (DBS). Further details of this can be found on our website: <https://www.tchs.org.uk/about-us/safeguarding/> All applicants will be subject to social media checks in line with *Keeping Children Safe in Education (KCSIE) 2024*. Applicants must provide 2–3 referees, including one with access to their employment records. Consent must be obtained from referees. Please refer to the ***Notes for Applicants*** guidelines for full details.

We reserve the right to close the vacancy early if we receive a volume of suitable applicants. Please note that only candidates selected for shortlisting will be contacted, due to the high volume of applications.

Postholder's signature: _____

Date: _____

Headteacher signature: _____

Date: _____



Job Description

Responsibilities

To provide a cleaning service for the school. Duties may include working in all types of rooms, including offices, classrooms, laboratories, technical rooms, halls, corridors and toilets. It is a split site school, therefore the postholder may be required to work on either the Upper or Lower sites as required.

Duties

1. To be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards.
2. The safe use of chemicals and cleaning materials as instructed by the Cleaning Supervisor following Health & Safety guidelines and the use of Personal Protective Equipment (PPE).
3. To operate cleaning machinery in cleaning soft and hard surfaces, eg. Vacuum cleaners and polishers following Health & Safety guidelines and training received.
4. To inspect all items of cleaning equipment prior to use for signs of damage, or wear and tear. This is particularly the case for items of electrical equipment, ladders, steps and tower scaffolding.
5. To maintain all School standards of hygiene and safety of all cleaning equipment and cleaning cupboards in your charge.
6. To liaise with the Cleaning Supervisor and Director of Site and other members of staff as required to ensure that the cleaning rota operates smoothly around both sites of the school.
7. To receive and follow instructions given by the Cleaning Supervisor particularly with regard to clearing responsibilities and quality of work.
8. To work as part of the team and support other members of the cleaning team to meet high cleaning standards.
9. To report any hazards, defects and any relevant factors of building or environment safety that may be detrimental to safe working practices and normal school operations, immediately to the Cleaning Supervisor and Director of Site.
10. Duties to include the following:
 - a) Vacuum cleaning hard and soft floors
 - b) Spot cleaning of spillages
 - c) Wiping furniture, ledges, pipes, paintwork, doors & polishing door glass



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- d) Emptying and cleaning bins
- e) Cleaning toilets including sanitary fittings and surroundings
- f) Mopping and spray cleaning hard floor surfaces
- g) Wiping and polishing and straightening furniture
- h) Replenishing janitorial supplies in toilets, etc
- i) Checking & closing windows, switching off lights and locking doors after work
- j) Such other duties as may be allocated from time to time

CPD

1. Keep up to date with national developments related to your area. To ensure professional development is secured the post holder will be provided 5 school days to arrange their own professional development across the year. Any additional CPD must be approved by the Headmaster and SMT one term in advance.
2. Engage actively in the performance management review process.
3. Remain fully informed and show an awareness of local and national changes in education policy and practice.
4. Offer training that will support the professional development of staff across the school. This training must be mapped out one academic year in advance.
5. Assist curriculum leaders in their pursuit of outstanding practice in their respective areas

Safeguarding

1. To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with our school's Safeguarding/Child Protection policies.
2. To liaise with the Designated Safeguarding Lead regarding any key cases.
3. To undertake compulsory Child Protection/PREVENT Training as directed by the school.
4. To follow up safeguarding issues in line with school policies and procedures

Catholic Ethos

1. To contribute to the maintenance and development of the school's Ethos and Vision
2. To play a full part in the life of the school community to support its distinctive Catholic mission and ethos and to encourage staff and students to follow this example.
3. To foster positive relationships across the school and in the catholic community.

Note: During periods when the school is closed, routine cleaning is undertaken throughout the school. This may include stripping and sealing floors, high level dusting, wall washing, etc



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