



Job Description & Person Specification Cover Cleaner



Job Description	
Job Title:	Cover Cleaner
Pay Grade / Scale / Range:	NJC point 3 Flexible hours available
Benefits & Perks:	Flexible Working/Local Government Pension Scheme Health Benefit Scheme; TOIL scheme
Working hours:	See advert for details
Location:	All sites across the New Bridge Group
Staff responsible to:	Premises Manager
Staff responsible for:	None
Accountable to:	CEO
Probationary period:	26 weeks for staff new to the organisation

New Bridge Group

Cover Cleaner

Job Purpose

To provide flexible cleaning support across the Trust's schools, ensuring all areas are maintained to a high standard of cleanliness and hygiene.

Key Responsibilities

Clean classrooms, offices, communal areas, kitchens, and toilets to a high standard.

Follow cleaning schedules and Trust procedures to ensure consistent quality.

Report any maintenance or health and safety concerns to the Site Manager.

Use cleaning equipment safely and responsibly.

Work flexibly across multiple school sites to cover staff absences.

Attend relevant training on health and safety, safeguarding, and cleaning procedures.

Person Specification

Skills and Experience: Experience in cleaning, preferably in a school or similar environment.

Knowledge of health and safety and manual handling procedures.

Ability to work independently and adapt to different sites.

Reliable, flexible, and able to travel between sites.

Strong communication and team-working skills.

Qualifications: - Relevant cleaning or hygiene qualifications (desirable).

Working Conditions: Flexible hours across multiple school sites. Physical requirements include standing, walking, bending, and manual handling.

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education	None		
Experience	Experience of a range of cleaning activities, such as using cleaning products, vacuuming, mopping, polishing and stain removals		AF / I
Skills & Abilities	Able to use a range of associated materials, tools, equipment and cleaning products		AF / I

	Able to follow instructions and procedures Able to complete work to set deadlines Able to work in accordance with the school's health & safety policies Able to be flexible and to work on own initiative within school guidelines Able to carry out a range of tasks which can be physically demanding, e.g. lifting, carrying, stretching, crouching etc.		AF / I AF / I AF / I AF / I AF / I
Knowledge	Knowledge of a range of different methods for cleaning within a school environment Understand the reasons why a school environment needs to be safe and secure Understanding of why both safeguarding and confidentiality are important in a school		AF / I AF / I AF / I
Work circumstances	To wear appropriate uniform and personal protective clothing (PPE)		I

Abbreviations: AF = Application Form; I = Interview.

NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview

