

CLEANER - JOB DESCRIPTION



ST EDWARD'S
PREP SCHOOL & NURSERY

Introduction

St Edwards Prep, Reading, are looking for a cleaner to ensure a high standard of cleanliness, hygiene, and presentation across school buildings, contributing to a safe and pleasant environment for pupils, staff, and visitors. St Edward's Prep School and Nursery is a friendly, welcoming school with a passion for discovery. We provide children aged 2 to 11 with an exciting, future-ready curriculum and excellent teachers who give them a lifelong love for learning and challenge them to be the very best they can be.

Hours, Salary & Benefits

Hours: Term time only, Permanent, 10 hours per week, 2 hours per day, 5 days a week.

Salary: £13.30 per hour / £5,321.00 pa (10 hours per week)

Benefits:

- 5% employer pension when threshold met
- Means tested staff discount
- Complimentary lunches
- 25 days holiday + bank holidays pa
- Access to the group's counselling scheme
- Access to fully funded apprenticeships
- Discretionary Christmas stand down

Start Date: February/March 26

Application Process

Applicants can apply using our Application Form, which can be found on our website - [link here](#).

There is no need to send us a CV or letter of application as all details are on the form.

We reserve the right to close the vacancy early if we receive a high number of applications. Early application is encouraged.

If you need any assistance or have any questions about the role. Please contact Anrike Bryant, at anrike.bryant@stedwardsprep.com

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.

Responsibilities:

- Clean classrooms, corridors, communal areas, offices, and toilets.
- Sweep, mop, vacuum, and polish floors.
- Empty bins and dispose of waste safely and appropriately.
- Wipe down tables, surfaces, and touchpoints such as door handles and light switches.
- Clean sinks, toilets, and washrooms to a high hygiene standard.
- Replenish supplies such as soap, hand towels, and toilet tissue.
- Assist with deep-cleaning tasks during school holidays.
- Clean windows, furniture, and high-level areas as required.
- Support the team with moving furniture or equipment for events, maintenance, or seasonal cleaning.
- Follow all health & safety, safeguarding, and infection-control procedures.
- Use cleaning products and equipment safely in line with training.
- Report any faults, hazards, or maintenance issues promptly.
- Maintain confidentiality and professionalism within a school environment.
- Work collaboratively with the wider cleaning and facilities team.

Person Specification:

Essential:

- Reliable, punctual, and able to work independently.
- Good attention to detail and pride in maintaining high standards.
- Ability to manage physical tasks (lifting, bending, standing).
- Understanding of basic health & safety and hygiene practices.
- Respect for the school environment and commitment to safeguarding.

Desirable:

- Previous cleaning experience, ideally in a school or similar setting.
- Knowledge of COSHH regulations (training can be provided).
- Willingness to be flexible and support occasional school events.

St Edwards Prep is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.