



## Job Description

**Job Title:** Cleaner/Labourer

**Department:** Domestic

**Responsible to:** Domestic Manager

**Last reviewed:** 11 January 2012

### Job Outline:

The post of Cleaner/Labourer involves a basic working week of 40 hours. In addition, due to the operational needs of the College, the job holder will be required to undertake duties outside of normal working hours, including weekends.

The primary objective of this role is to carry out cleaning and labouring duties within the Domestic Department as is commensurable with the post. In addition, the job holder will be required to follow practices and procedures as agreed by the Bursar.

The duties of this post will include lifting and manual handling, therefore the job holder should be familiar with the procedures required for these duties. He/she will also be required to hold a full driving licence and be able to drive a small truck/van.

### Duties:

- To undertake cleaning duties in any area within the College site or at any College related building as and when required. Only cleaning products and materials supplied by the college should be used when undertaking these duties.
- To sweep regularly on site and ensure areas are kept tidy. Areas to be agreed with the Domestic Manager.
- To assist with the general removal of litter from the College site.
- To undertake the cleaning of windows.
- To transport furniture, materials and equipment within the College site or to/from any College related building.
- To deal with minor repairs to fixtures, fittings, furniture and equipment on the College site.
- To collect and distribute the laundry around the college site, and, to collect and dispose of any rubbish in the absence of the laundry/refuse truck driver, as required.
- To ensure when carrying out any task, that all necessary safety precautions are taken to ensure your personal safety and the safety of others.
- Such other duties as required to ensure the smooth running of the Haileybury Domestic department.

- You are required at all times to carry out your duties in a manner which neither endangers yourself nor other people. This includes wearing appropriate protective clothing; not leaving cleaning materials unattended, only handling supplied cleaning chemicals/materials and clearly displaying wet floor signs during and after mopping. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it, (if safe to do so), or report it to the Domestic Management team. You should read and understand the Employers Policy Statement on Health and Safety at Work, which is available at your place of work.
- Such other duties as required to ensure the smooth running of the Bursar's house and the Haileybury Domestic department.
- To undertake your responsibilities at Haileybury in respect of Data Protection. Staff members are responsible for ensuring that any personal data held by them is kept securely. This includes, appropriate use of computer ID's and passwords.
- To undertake your responsibilities at Haileybury in respect of Child Protection - Please see below.

It should be noted that the above list of duties is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only. Haileybury requires its employees to take a flexible approach to working and encourages team working between different departments. Therefore, throughout their career at the School, the job holder will be required to undertake any duties as required by the Domestic Manager, his Assistant or the Bursar, which falls within their capabilities and which are in accordance with the usual practice of an independent boarding school or Domestic Department.

### **Child Protection at Haileybury**

Though the above role does not require the direct supervision of pupils, in addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury. The child protection guidance for all non academic staff at Haileybury is as follows.

The College values the excellent relationships between pupils and members of staff. One of the benefits of these open and friendly relationships is that there are a large number of adults available for pupils to discuss their worries or concerns with.

There may be times when you become concerned about a pupil who might, for any reason, be unhappy or frightened. If you have such concerns, or if a pupil or another adult approaches you with such worries, it is important that you follow the procedure below.

- (1) If a pupil or another adult comes to you with an allegation or suspicion of abuse or bullying, you should react sympathetically. Listen to their concerns but avoid asking questions.
- (2) As soon as possible after the conversation contact either you Head of Department, the Bursar or the Second Bursar, who acts as the Child ACT Officer for the College
- (3) Never give an unconditional promise of confidentiality. Make it clear that the information will be shared with the persons responsible for child welfare. The Second Bursar is always available for help and guidance on issues concerning pupil welfare. He can be contacted on:
  - 01992 706209 (internal 209) Office
  - 01992 706233 (internal 233) Home

As part of your induction, the Human Resources Department will issue you with a small card which provides the above guidance. Please ensure that you keep this card with you at all times when on the Haileybury site.

## **Data Protection at Haileybury**

Haileybury adheres to the Data Protection Act 1998. In order for us to fulfil our obligations as your employer, we store information about you. This may include information which may be considered to be sensitive personal data, e.g. Recruitment documentation, payroll and tax information, sickness records, records relating to promotion, transfer, training, disciplinary matters, physical and mental health, any criminal convictions you may have, etc.

All information will be kept confidentially and accessed only by an appropriate member of staff. Data will be held indefinitely. Under the Data Protection Act 1998, you have the right to request access to the information we hold about you. We may charge you a fee for providing this information. Signing below indicates that you have read this statement, and are happy for the school to use this information for the purpose described. A copy of the College's Data Protection Policy is available on request from the Human Resources Department.