



# Haileybury

## Job Description

<b>Job Title</b>	:	<b>Cleaner</b>
<b>Responsible to</b>	:	<b>Domestics</b>
<b>Responsible for</b>	:	<b>Domestic Services Manager</b>
<b>Last reviewed</b>	:	<b>July 2020</b>

### **Job Outline and Purpose:**

The primary objective of this role is to ensure that allocated areas are cleaned to a high standard using powered cleaning equipment provided, which may include vacuum cleaners, scrubbing machines, carpet shampooers and any other appropriate equipment as required.

The nature of a 24 hour a day, 7 days per week boarding school requires staff to work flexibly and as such, the post holder may be asked to undertake additional hours as and when required. In addition, the post holder may be required to undertake duties outside of normal working hours, including early mornings, evenings and weekends.

### **Duties:**

The post-holder will:

- Carry out thorough daily cleaning of allocated areas on the site which will include such tasks as mopping, sweeping, vacuuming, dusting, polishing and washing to the specified standard. Areas may include changing rooms, toilets, dormitories, halls, offices and teaching areas. Only cleaning products and materials supplied by the School should be used when undertaking these duties.
- Sweep any entrances, external exits, stairwells and steps on a weekly basis or at other times if required.
- Empty waste bins on a daily basis and remove litter to the nearest point for collection.
- Remove cobwebs and obvious stains from external low level glazed areas as advised by the Domestic Services Manager.
- Check on a daily basis that there are adequate supplies of soap, toilet rolls and towels, as appropriate, and to replenish these as necessary.
- Shampoo all colourfast wool and synthetic carpets at the end of the Easter and Summer terms where refurbishment works and lettings allow. These carpets are to be spot cleaned at regular intervals during the rest of the year.
- Clean all walls at the end of each term. These are also to be spot cleaned at regular intervals during the rest of the year.
- Make beds at the start of each term and in the event of overnight guests due to school activities or lettings.
- Undertake ironing, sorting washing and making beds as required.
- Report to the Housemaster/Housemistress and Domestic team management, as appropriate, any items requiring repair.

- Ensure that all safety precautions are taken to ensure your personal safety and the safety of others. These include 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.
- Clean any other area as directed by the Domestic Services Manager to cover the absence of other staff or during refurbishment work.
- Complete all duties effectively, efficiently, accurately, and within allocated deadlines.
- In agreement with the Domestic Services Manager, introduce processes and procedures, where necessary and appropriate.
- Establish and maintain effective communication channels and efficient/effective working relationships with other members of the Domestic team, school personnel, and school customers.
- Keep the Domestic management team fully up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame.
- Make use of appropriate equipment and facilities in order to complete duties in the most efficient and effective way.
- Undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first class service required for this role
- Undertake such other duties as required to ensure the smooth running of the Domestic department and the School.
- You are required at all times to carry out your duties in a safe manner, so as not to endanger yourself or other people. If you consider something is unsafe or likely to cause injury or ill health, you must report it to the Domestic Services Manager. You should read and understand the Haileybury Health and Safety Policy, which will be made available to you at your place of work.
- 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
- Undertake your responsibilities at Haileybury in respect of Child Protection.

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the School.

### **Person Specification**

#### **Experience:**

Cleaning experience

- Experience using powered cleaning equipment, e.g. vacuum cleaners, scrubbing machines, carpet shampoos, etc.
- Experience in working in a school or other educational establishment advantageous

#### **Skills:**

- Smart appearance
- Well organised
- Enthusiastic with the ability to learn

- Good communication skills at all levels
- Confident, self-motivated and proactive
- Literate
- Honest, polite, reliable, resourceful, flexible, punctual and committed
- Ability to work to the highest standards possible
- Ability to work in a way that promotes the safety and wellbeing of children and young people.
- Ability to work in a team and individually, using own initiative
- Ability to understand and operate within a school environment
- Flexible and the ability to adapt to changes to work schedule

### **Child Protection at Haileybury**

Though this role does not require the direct supervision of pupils, in addition to their job description, the post 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.

### **Health & Safety at Haileybury**

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Haileybury are expected to comply with health and safety requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Haileybury policies/procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. 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 your immediate manager or the Health and Safety Manager.

### **Data Protection at Haileybury**

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>