



## Job Description

<b>Job Title:</b>	<b>Cleaner</b>
<b>Department:</b>	<b>Domestics</b>
<b>Responsible to:</b>	<b>Domestic Services Manager</b>
<b>Last reviewed:</b>	<b>September 2023</b>

### Job Outline

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 shampoos and any other appropriate equipment as required. This role will have a focus on the School's SciTech building.

### Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

### Duties

- 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.

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- Report to the 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.
- Support may be required to make beds at the start of each term and in the event of overnight guests due to school activities or lettings.
- Undertake ironing and sorting washing, as required.
- 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, colleagues and third parties.
- Keep the Domestics 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 Domestics department and the School.

## **Other Requirements**

### *Safeguarding and Child Protection*

1. All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

### *Health and Safety*

1. In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.
2. Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

### *Equality and Diversity*

1. Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

### *Code of Conduct*

2. Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

### *Data Protection*

3. All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

## Cleaner Person Specification

	Essential	Desirable
<b>Qualifications</b>		
Good general level of education (to GCSE level or equivalent)	✓	
<b>Knowledge, Skills and Experience</b>		
Experience of using powered cleaning equipment; e.g., vacuum cleaner, scrubbing machines, carpet shampoos, etc.	✓	
Experience of working in a school or other educational establishment		✓
Good communication skills	✓	
<b>Personal Attributes</b>		
Ability to work in a way that promotes the safety and wellbeing of children and young people	✓	
Ability to work under pressure	✓	
Ability to work unsupervised and use own initiative	✓	
Willingness to work flexibly when required, and the ability to adapt to the needs of the role	✓	
Confident, self-motivated and proactive	✓	
Conscientious, trustworthy, reliable, punctual and committed	✓	