

**JOB DESCRIPTION – School Cleaner**

**Reports to:**  Domestic Services Supervisor

**Responsible to:**  Domestic Services Manager

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| **Relates to**  Non-teaching staff (particularly other Domestic Services staff and Boarding House Matrons)  Teaching staff  Pupils |

**Job Summary**

The postholder’s overall objective is to clean designated areas of the School to the required standard.

**Main Duties and Responsibilities**

* To clean a range of school areas as outlined in a weekly and monthly schedule within a timescale and to the required standard. Areas include:
  + Pupil bedrooms
  + Common rooms
  + Bathrooms, showers and toilets
  + Kitchens and pantries
  + Communal areas and public spaces
  + Staircases
  + Teaching and study areas
  + Off-site school property
* To carry out cleaning duties:
* On a variety of surfaces.
* In a variety of buildings and at different floor levels
* At a range of height levels including floors, worktops, shelves and on top of furniture
* Using a variety of cleaning equipment such as brushes, mops, vacuums and dusters
* Using a range of non-hazardous cleaning products in accordance with instructions and training.
* To use specialist cleaning equipment such as steamers and carpet cleaners in accordance with instructions and after completing additional training.
* To carry out deep cleaning of allocated areas as required, for example: at the end of term, before term starts and after building works or maintenance tasks.
* To ensure that stocks of cleaning products are maintained.
* To strip and make beds.
* To empty bins and carry bin bags to designated collection points.
* To comply with statutory requirements and School policies by:
* Carrying out duties in accordance with training and instruction received
* Using appropriate personal protective equipment and safety equipment
* Using the appropriate colour coded mops, buckets and cloths as instructed during training
* Using only cleaning products and equipment supplied by the school
* Informing the Supervisor or Health & Safety Officer of any potential hazard or danger
* To take reasonable care at all times to guard personal safety and the safety of all persons who may be affected by the job holder's actions at work
* Reporting all accidents.
* To report all maintenance requirements to the Domestic Services Manager

**Main Duties and Responsibilities (continued)**

* To report possible welfare issues to the Boarding House Matron or Supervisor (for example, where you have been unable to gain access to a room, a pupil says they are not well or a pupil reports a problem to you).
* To attend and take part in all in-house training and Domestic Services staff meetings
* To be willing to work in all areas of the school to cover for other staff on holiday or sick leave.

(This is not an exhaustive list of duties and the postholder should expect variances in job content to help achieve the efficient running of the School’s facilities).

**Start date**

We would like successful applicants to start work as soon as possible.

**Hours of work**

These are part-time roles, working mornings. School Cleaners are expected to work at weekends, when required, to cover for sickness and School events. It will also occasionally be necessary to work at weekends or on Bank Holidays to cover Holiday Lets and the start of term.

**Rate of pay**

The hourly rate payable is £7.83.

**Location**

School Cleaners may be required to work in a variety of areas around the School. Allocated working areas will be varied from time to time, in accordance with the School’s operational needs.

**Pension**

Pension scheme membership is available.

**Probationary period**

This appointment is subject to a probationary period of three months.

**Sickness benefit**

The entitlement to paid sickness benefit increases with service. After four years service, the maximum entitlement is to 30 days at full pay in any consecutive 12-month period.

**Miscellaneous**

Following successful completion of the probationary period, staff may use the Oxfordshire Health & Racquets Club however, this is not a contractual entitlement.

Car parking is available on site.

**Confidentiality and Data Protection**

A strict code of confidentiality must be adhered to at all times.

**Child Protection at St Edward’s**

St Edward’s is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. All staff are required to apply for an Enhanced Disclosure from the Disclosure & Barring Service.

**Health and Safety**

Under the Health & Safety at Work Act 1974 all staff must take reasonable care of their own health and safety and of others who may be affected by their actions or omissions at work and must comply with the School in its understanding of any relevant statutory provision. Staff must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

**PERSON SPECIFICATION – School Cleaner**

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| **Headings** | **Essential Qualities** | **Desirable Qualities** |
| Personal Circumstances | The ability to be flexible in working hours to meet the demands of the position. |  |
| Skills, abilities and experience | Previous experience in a cleaning role  A good command of the English language.  The ability to work well as part of a team and also to show independent initiative.  A flexible approach and willingness to carry out a variety of tasks | Previous experience within a similar organisation. |
| Motivation | A high level of self-motivation.  Task and goal-oriented with a positive attitude.  A commitment to setting and maintaining standards of excellence. |  |
| Safeguarding | Commitment to the protection of children and young people.  Willingness to work within the School’s Safeguarding guidance for staff and follow relevant organisational procedures. |  |