

## **JOB DESCRIPTION**

### **SCHOOL CLEANER (MATERNITY COVER)**

- Reports to:** Domestic Services Supervisor
- Responsible to:** Domestic Services and Lettings Manager
- Contract:** This is a temporary appointment to provide maternity cover and is expected to last up to 12 months. The appointment will be kept under review and the duration of the contract is dependent on the return to work of the usual post holder
- Salary:** £12.49 per hour. Salaries are reviewed annually by the School with any increases effective from 1<sup>st</sup> September.
- Contracted hours:** This is an all-year-round appointment, working 20 hours per week, Monday to Friday, 8:30am-12:30pm

#### **1. Role Purpose**

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

#### **2. Role Dimensions and Scope for Impact**

The Domestic Services Department is a busy department, responsible for all cleaning throughout the School. The department is made up of approximately 75 School Cleaners, 3 Supervisors and is overseen by the Domestic Services Lettings Manager.

#### **3. Principal Accountabilities**

##### **Core 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.
  - 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.

#### **Other Duties**

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. You may be therefore required to undertake other tasks and duties that commensurate with the grade and nature of the role and/or in the reasonable discretion of the School.
- This job specification is current at the date shown. It will be reviewed from time to time by the Bursar to ensure that it remains current and the School reserves the right to make reasonable changes.

#### **4. Knowledge, Skills, Experience and Personal Attributes**

##### *Skills*

A good command of the English Language	Essential
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##### *Experience*

Previous experience in a cleaning role	Essential
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Previous experience within a similar organisation	Desirable
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#### *Personal attributes*

Commitment to safeguarding children and young people	Essential
Commitment to continuous professional development	Essential
Willingness to commit to the School's aims and values	Essential
Commitment to equality, diversity and inclusion and understanding how this applies to the role	Essential
The ability to work well as part of a team and also show independent initiative	Essential
A flexible approach and willingness to carry out a variety of tasks	Essential
A high level of self-motivation	Essential
Task and goal-oriented with a positive attitude	Essential

### **5. Confidentiality and Data Protection**

In the course of their employment, staff may have access to confidential information relating to pupils and their families, or to the general business of the School, and they are required to exercise due consideration in the way in which they use such information. A strict code of confidentiality must always be respected and followed. The School is registered as a Data Controller with the Information Commissioner's Office (ICO) for the purposes of UK General Data Protection Regulation (UK GDPR) and staff must not at any time use the personal data held by the School or disclose such data to a third party. Staff should not act in any way which might be prejudicial to the School's interests.

### **6. 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. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the Disclosure and Barring Service.

### **7. Health and Safety**

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees 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.

### **8. 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.

### **9. Hours of Work**

This is a part-time position, working 20 hours per week. A breakdown of the required hours are as follows:

Monday to Friday                      8:30am – 12:30pm

## **10. Holiday**

Annual holiday entitlement is 30 days per year plus bank holidays (although please note that bank holidays which occur during term time may well be working days, for which time off in lieu will be given). The holiday year runs from 1<sup>st</sup> September to 31<sup>st</sup> August. All holidays must be agreed by the Domestic Services management team and be taken in 'clear' periods, as agreed in advance by the management. There are periods of 'blackout' where no annual leave will be permitted. You will be given reasonable time outside of these periods to take appropriate time off. All 'blackout' periods are decided in advance and will be communicated to you at the start of each Academic year. As the School closed completely over Christmas/New Year, you will be required to take 5 days of your holiday entitlement to cover this period.

## **11. Pension**

The role is eligible for membership of the School's pension scheme for support staff. This is a defined contribution pension scheme offering the following three tiers:

	<b>Employee contribution rate (‘You’)</b>	<b>Employer contribution rate (St Edward’s School)</b>
Tier 1	5%	8%
Tier 2	7%	10%
Tier 3	9%	12%

## **12. Probationary period**

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

13. Organisation Chart

