

## Job Description

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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| <p>Summary of the role</p>              | <p><b>Job Title:</b> Cleaner</p> <p><b>Department:</b> Domestic Services</p> <p><b>Location:</b> De Parys Avenue, Bedford</p> <p><b>Job Purpose:</b> To clean and maintain to a high standard designated areas throughout the entire school site as needed (main school site, boarding houses and sporting facilities)</p> <p><b>Reporting Line:</b> Domestic Services Manager through the Assistant Cleaning Manager / Supervisor / Matron or Houseparent's</p> <p><i>Post-holders will be required to work as necessary to complete the job (subject to the Working Time Regulations 1998). (Times to vary)</i></p>   |
| <p>Main duties and responsibilities</p> | <p>The Domestic Services team is responsible for the day-to-day cleanliness of all school buildings and Boarding Houses. This includes sports facilities and all administrative offices. The areas of responsibility allocated to individual members of the Domestic Services team will vary from time to time and according to the team schedule. Domestic Staff will be required to work largely unsupervised and be flexible in order to help provide cover for absent colleagues when necessary.</p> <p>Domestic Staff will be expected to follow detailed instructions and be capable of meeting the physical requirements of the post. Cleaners will work as part of the larger Domestic Services Team, under the day-to-day supervision of the Assistant Cleaning Manager / Supervisor / Matron or Houseparent's. The Head of Department is the Domestic Services Manager who reports into the Deputy Director of Operations. There will also be frequent contact with members of staff in the Departments where staff are assigned</p> <p>During holiday periods you will take part in the "deep cleaning" programme. Your place of work may be changed during this period.</p> <p>This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment.</p> <p><b>Your Professional Duties</b></p> <p>You are expected to act in accordance with the aims, policies and administrative procedures of the School.</p> <p><b>Specific Duties and Responsibilities</b></p> |

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|  | <p>The main duties and responsibilities of the Cleaner are as follows (this list is not exhaustive):</p> <ul style="list-style-type: none"> <li>• To clean and maintain all designated areas to high standards, in accordance with agreed procedures. This will include classrooms, toilets, offices, corridors, stairs, all hard surfaces, walls, glazing, soft furnishings, bedrooms, bathrooms, kitchen and dining areas, living rooms and study areas etc. Particular attention is to be given to toilet areas and associated sanitary ware. The very highest standards of cleanliness and hygiene are to be maintained.</li> <li>• Respond as necessary to any spillages or blockages that may occur.</li> <li>• To use cleaning materials appropriately and inform the Assistant Cleaning Manager / Supervisor or Matron when stocks are low.</li> <li>• To operate machinery as shown and trained to do so, ensuring that the equipment is used safely and in accordance with current regulations and school policies and to ensure that cleaning equipment is in good working order, reporting any faults as necessary.</li> <li>• To ensure all cleaning equipment and chemicals are stored correctly and locked away (in accordance with COSHH regulations) and to keep cleaning cupboards/storage areas clean and tidy.</li> <li>• During the course of your duties, you may note faults in the building e.g. leaking pipes, electrical problems, broken furniture etc. Any faults found are to be reported to your Line Manager.</li> <li>• To adhere to all Health and Safety regulations and report any concerns to the Assistant Cleaning Manager / Supervisor, Matron or Boarding Houseparent's.</li> <li>• As part of our commitment for continuous improvement and innovation, all colleagues are encouraged to seek ways to improve work activities and promote efficiency through attending and actively partake in training sessions as required.</li> <li>• To undertake any non-routine cleaning tasks as requested by the Assistant Cleaning Manager / Supervisor, Matron or Boarding Houseparent's.</li> <li>• To carry out any other reasonable duties as required by the Assistant Cleaning Manager / Supervisor, Matron or Boarding Houseparent's.</li> <li>• To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.</li> <li>• To always promote teamwork, equality, diversity and inclusion in all that the school does.</li> </ul> <p>Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case, will be reviewed through the appraisal process.</p> |
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You may also be required to undertake such other comparable duties as the Trust requires from time to time.

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|  | <b>Essential</b>   | <b>Desirable</b>  | <b>Method of assessment</b>                       |
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|  | These are qualities without which the Applicant could not be appointed   | These are extra qualities which can be used to choose between applicants who meet all of the essential criteria |   |
| <b>Qualifications</b>                      | Ability to understand written/oral instructions/requests   |   | <i>Interview and references</i>                   |
| <b>Experience</b>                          | Experience of cleaning within the cleaning industry  | Experience of cleaning commercial premises<br><br>Experience of working within the education sector             | <i>Application form and references</i>            |
| <b>Skills and Knowledge</b>                | Effective time management and organisational skills<br><br>Effective communication skills<br><br>Able to follow procedures and clean in accordance with agreed quality controls and standards<br><br>Knowledge of cleaning equipment and chemicals                                       | Knowledge of COSHH (Control of Substances Hazardous to Health) regulations                                      | <i>Application form, references and interview</i> |
| <b>Personal competencies and qualities</b> | Able to demonstrate a positive and flexible approach to work<br><br>Able to work effectively unsupervised to complete set tasks and use initiative when necessary<br><br>Able to work well as part of a team and assist colleagues as needed<br><br>Commitment to high standards of work |   | <i>Interview and references</i>                   |



## Person Specification – Cleaner

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|  | <b>Essential</b><br><br>These are qualities without which the Applicant could not be appointed   | <b>Desirable</b><br><br>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria | <b>Method of assessment</b>                       |
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| <b>Experience</b>                          | Experience of cleaning within the cleaning industry  | Experience of cleaning commercial premises<br><br>Experience of working within the education sector                                     | <i>Application form and references</i>            |
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