

**Job Description**

**Job Title:** MorningCleaner

**Reports to:** Housekeeper

**Working Time:** 20 hours per week Monday-Friday, (6.00am – 10am),

There is flexibility on working hours during school holiday periods.

30 days annual leave which must be taken in school holiday periods as follows:

* 5 days in the October half term
* 6 days in the Christmas school holiday break
* 2 days in the February half term
* 5 days in the Easter holiday break
* 2 days in the May half term and
* 10 days in the summer holidays.

Exact dates to be agreed with line manager

**Purpose of Job:**

To carry out daily internal cleaning to the required standard of designated areas, including boarding facilities where applicable. To carry out deep cleaning of any area as allocated during School holiday periods, help provide cover for staff absence and generally support the Housekeeper.

**Main Duties and responsibilities**

In the designated area of the School that the individual cleaner is assigned to, and in accordance with the daily/weekly cleaning schedule -

* Hoover all carpeted areas, including all stairwells.
* Sweep and mop all non-carpeted floors.
* Polish and dust all furniture, window sills, shelves and ledges.
* Empty any bins in the kitchen, offices and meeting rooms, classrooms etc.
* Clean all doors and glass panels with appropriate product – sanitiser, glass cleaner.
* Clean all washrooms, including toilets, sinks and mirrors, using sanitiser and other products as appropriate.
* Clean all kitchen areas, loading and running dishwasher as appropriate.
* Ensure the cleaning cupboards are kept clean and tidy at all times and issue stock requirements to the Housekeeper.
* Report any faulty equipment immediately to the Housekeeper.
* Follow all the training methods as shown and the colour coding system to prevent cross-contamination.
* Refill soap, paper towel etc. dispensers as required.
* Be willing to undertake training as necessary.
* Carrying out any other duties as reasonably requested by the Housekeeper or Estates Manager.

**Other requirements**

* Additional hours will be required to prepare for, assist during and clear up after School Open Days, MUN, summer lets and Royal Russell Day (all staff will be required to work extra hours for these events for which overtime will be paid in accordance with the rates set out in the School’s Overtime Policy.)
* Cover for sickness and absence: All staff are required to help cover absences in the short term by working extra hours, or by covering their allocated area to the agreed minimum standard, and the area needing cover to make it look presentable as follows:
* Clean the floor ( hoover or mop )
* Empty the rubbish
* Refresh the toilet
* Clean desks

**General responsibilities**

* Ensures the safety and well-being of children and young people at the School by adhering to and complying with the School’s Safeguarding and Child Protection Policy at all times.
* Attend Royal Russell Day and Open Day as required.
* Display correct staff identification at all times whilst on site.
* Use the clocking in and out departmental procedures at all times
* Attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire School staff population.
* Adhere at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of you and colleagues as well as pupils, staff and visitors.
* Carry out any other reasonable duties as requested by the Headmaster.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder’s actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

**Person Specification – Morning Cleaner**

**Experience:** Previous experience as a Cleaner, preferably within an office or commercial environment.

**Qualifications:** Cleaning qualification is desirable.

**Skills, knowledge and abilities:** Knowledge of commercial cleaning methods, or be willing to undertake training.

Flexible approach to work.

 Ability to work unsupervised and independently, and as part of a team.

**Other requirements:** Flexibility with hours worked.

**Dress code:**

Domestic staff are required to dress in a manner which ensures their duties are accomplished without prejudicing the Health and Safety of themselves or others, and to maintain a neat, tidy and professional appearance. Domestic staff are further expected to conform in every aspect with the requirements in clothing dictated by the Health and Safety at Work Act. Uniform is provided and must be worn at all times while on duty.

**November 2021**