

JOB DESCRIPTION

Job Title: Cleaner

Hours: Part-time, early morning and/or evening shifts, Monday to Friday

Status: Term time and all year round (52 weeks).

Responsible to: Domestic Manager

Job Purpose: To ensure a high standard of cleanliness is maintained throughout the School using correct materials and equipment as instructed by the Domestic Manager.

Main Duties:

- Thorough cleaning of specific areas of responsibility on a daily basis. This will include tasks such as general tidying, dusting surfaces, sweeping, hoovering, mopping floors, cleaning bathrooms, emptying bins, cleaning windows, removing cobwebs etc
- Report any repairs needed directly to the in-house maintenance team or to the Domestic Manager for further action.
- Manage and maintain stock of products in a secure cleaning cupboard in your dedicated area.
- Carry out any additional duties as required by the Domestic Manager.

Additional Duties:

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the School.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the School is subject.

Child Protection and Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child (KCSiE 2020).

You must comply with the Queen's College Child Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.

January 2023

This job description is current at the above date. In consultation with the post holder, it is liable to variation by the School to reflect actual, contemplated or proposed changes in or to the job.

PERSON SPECIFICATION

Skills and Abilities

- Reliable and trustworthy
- Able to manage time effectively and follow instructions
- Ability to work both alone and in a team
- Flexible approach and a willingness to work to a very high standard with attention to detail
- Awareness of Health and Safety procedures and good working practices

Signed	Signed
Print name	Print name
Dated	Dated
<i>(Post holder)</i>	<i>(Line Manager)</i>