



JOB DESCRIPTION

Department:	Operations
Section:	Boarding
Post:	Boarding House Cleaner
Responsible to:	Domestic Cleaning Supervisor
Job purpose:	The main purpose of this role is to ensure that the House is clean, tidy and hygienic. In addition to normal duties, cleaning staff may be requested, at the discretion of the Houseparent, to perform tasks which are more akin to that of a Housekeeper from time to time.

MAIN DUTIES AND RESPONSIBILITIES

1. Daily Cleaning Routines:
 - a. Set routine in toilet areas, showers, and laundries.
 - b. Cleaning of all communal areas – halls, stairs, corridors and common rooms.
 - c. Kitchens – cleaning, sanitising all appliances, surfaces and furniture.
 - d. Bedrooms – vacuuming, tidying as necessary.
2. Weekly Cleaning Routines:
 - a. Bathroom areas to be de-scaled as required and high level ledges plus sills and pipe work to be wiped.
 - b. Kitchens – high level cleaning, other
 - c. Bedrooms –polish all furniture, wipe over other surfaces including skirting boards and ledges
3. Monthly:
 - a. All internal glass in halls, corridors and communal areas, including inside of windows.
 - b. Bedrooms – dust high level for cobwebs including door tops, architraves and tall cupboards.
4. General
 - a. Cleaning staff may perform additional tasks, particularly appertaining to laundry, to assist the Houseparent where it is felt necessary.
 - b. Assistance may also be required to pack or empty trunks, and also to prepare the House for functions at the discretion of the Houseparent.
 - c. The school may require you to undertake the role of Responsible Adult in house for which there is an enhanced rate of pay.
5. Any other duties that your Houseparent or the Cleaner Supervisor sees fit, providing that such duties are appropriate to your role.

6. Millfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, as such you are required to attend necessary child protection training and participate fully in activities that ensure the School stays compliant with statutory child protection and safeguarding guidelines issued to the School by ISI and Ofsted.

I understand the duties listed above.

I require clarification of the duties listed above.

Signed:.....

Print Name:

Date:.....

Millfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and DBS clearance.