



## YATELEY MANOR JOB DESCRIPTION

### HOUSEKEEPER/CLEANER

Yateley Manor is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**Title of Post:** Cleaner

**Purpose of Post:** To maintain an allocated building, or area within a building, to a clean standard, ensuring satisfaction through the provision of a quality service as laid down in the cleaning specification.

**Responsible to:** Housekeeping/Cleaning Supervisor, Deputy Supervisor & Bursar

#### 1 KEY ACCOUNTABILITIES

##### 1.1 Quality Control - Ensure that:

- Cleaning standards are maintained as appropriate;
- Site Supervisor/Deputy Supervisor requests are responded to within agreed timescales;
- The specification of work is adhered to;
- The School's image is maintained through attention to standards of:
  - personal hygiene and appearance;
  - maintenance and storage of equipment and machinery;
  - conduct on school premises.

##### 1.2 Control of School Assets

- Site machinery must be maintained in a clean and safe working order;
- All equipment, products and any other School property should be stored safely and securely when not in use.

**1.3 General Duties may vary depending on site specific requirements however,** Operatives will be required to undertake the following duties as directed by the Site Supervisor/Deputy Supervisor using the prescribed methods and frequencies in line with the requirements of the cleaning specification:

- Emptying waste bins or similar receptacles, transporting waste material to designated collection points;
- Sweeping floors with brushes or dust control mops;
- Mopping floors with wet or damp mops;
- Suction cleaning carpeted areas and "spot" cleaning carpets;
- Using electrically powered scrubbing/polishing machines to burnish, scrub, polish and spray clean floors (after receiving proper instruction and training);
- To dust, damp wipe, wash or polish the furniture, ledges, window sills, external surfaces of: - cupboards, radiators, shelves and fitments;
- To replenish consumable items (soap, toilet rolls, paper towels) if required within the contract;
- To clean toilets, urinals, hand basins and sinks and drinking fountains;

- To use such chemical agents as directed by the Supervisor in the discharge of cleaning operations (after receiving proper instruction and training);
- To undertake wall washing or inside window pane cleaning to a height no greater than body height plus an arm's extension from floor level, during periodic cleaning maintenance programmes;
- To carry out any other reasonable duties within the overall function of the job;
- To maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Carry out any other duties as required by the Bursar, appropriate to the role.

## 2 TRAINING

Attend training courses as requested. Only carry out work you are trained, or being trained, to do.

## 3 HEALTH & SAFETY

Ensure that you:

- Follow the School Health and Safety Policy;
- Work safely in accordance with instructions issued by Management;
- Follow any additional rules as may be required by the Bursar.

## 4 PERSON SPECIFICATION

4.1 **Education and training:** **Desirable:** Basic general education.

4.2 **Experience:** **Desirable:** Experience of working with young people.

4.3 **Personality:** **Desirable:** Outgoing personality. **Essential:** Enjoy working as part of a team. Supportive of colleagues. Patience.

4.4 **Physical:** **Essential:** Good stamina

## 5 GENERAL

5.1 To adhere to and promote school policies, including those on equal opportunities and race equality.

5.2 To comply with school policies and procedures with regard to conduct and dress.

5.3 To participate in the evaluation of job performance through the Performance Management/Staff Appraisal scheme.

5.4 To undertake such additional duties as may be consistent with the purpose of the post as defined in this job description.

5.5 To attend training courses as requested. Only carry out work you are trained, or being trained, to do.

## 6 REVIEW OF JOB DESCRIPTION

6.1 This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties, as required, by the Principal.

6.2 This job description will be reviewed at least once each year in the autumn term.

6.3 Person Responsible: Bursar