THE Leys

# Job Description

| | |
|---|---|
| **Role Title:** | **Public Area Cleaner** |
| **Location:** | **The Leys School** |
| **Responsible to:** | **Domestic Services Manager** |

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

**Main purpose of the role**

To clean all bedrooms, bathrooms, kitchens, communal areas, staircases & corridors, classrooms, event venues & outdoor spaces

**Main duties and responsibilities**

- Check high areas frequently, i.e., light fittings, shelves, dust and clean accordingly, support with the re-hanging of curtains
- Plan and deliver the yearly schedule of all public area cleaning throughout the school with the Domestic Services Manager
- Check all allocated areas regularly for damage and inform the Domestic Supervisor or House Matron to report matter
- Carrying out the regular Domestic Assistant role on an adhoc basis to cover absence or low staffing levels within the department
- Cleaning of all windows and window frames where required
- Cleaning of all doors, door frames, door guards, fittings and hinges damp wiped
- Floors steam cleaned and scrubbed with germicidal solution
- All carpeted areas spot cleaned / full clean
- All walls washed down from ceiling removing dirty marks
- All cobwebs removed from ceilings / walls
- Wall tiles degreased, cleaned and polished
- Grime from extractor fan cleaned and removed
- All white goods moved to clean areas behind, soap drawers and filters cleaned if accessible on a scheduled basis
- All bedroom and communal area furniture (including bunk-beds) moved and cleaned behind/under on a scheduled basis
- External light fittings cleaned when required
- Cleaning of all external school signage (permanent & temporary)
- Provide assistance where required to preserve the overall appearance of the school site
- Occasional cleaning of external staircases
- Attending department meetings
- Jet washing external bins

THE Leys

**Safeguarding responsibilities**

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

**General Tasks**

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the Domestic Services Manager, Head/Bursar, or other senior member of SMT as appropriate.

Signature:

Date:

**The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.**

THE Leys

Person Specification

| | | | |
|---|---|---|---|
| **Role Title:** | **Public Area Cleaner** | | |
| **Location:** | **The Leys School** | | |
| **Responsible to:** | **Domestic Services Manager** | | |
| **This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** | | | |
| **Person Specification** | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualifications** | | • Relevant cleaning, health and safety or COSHH training. | • Production of the applicant's certificates |
| **Experience** | • Experience of cleaning in a commercial, educational, hospitality, healthcare or similar environment.<br>• Experience of maintaining high standards of cleanliness and presentation across a range of indoor and outdoor areas.<br>• Experience of using cleaning equipment and materials safely and effectively. | | • Contents of the application form<br>• Interview |
| **Skills** | • Ability to work independently and manage time effectively<br>• Ability to communicate clearly and professionally with colleagues, pupils, staff and visitors | | • Interview<br>• Professional references |
| **Knowledge** | • Good understanding of health and safety requirements within a cleaning environment | • Knowledge of safeguarding responsibilities when working in a school environment | • Interview |