



## OUR VALUES

We enrich through a broad and varied curriculum

## Job Description

<b>Job Title:</b>	<b>Cleaner/Housekeeper</b>
<b>Line Manager:</b>	Head of Housekeeping
<b>Department:</b>	Housekeeping

### Job Summary

To clean all areas of the school and nursery to the highest standard. To report any defects as and when found. To work alone at times, following health and safety procedures.

### Main Responsibilities

#### Toilet and Cloakroom Areas:

- Clean lavatory basins with appropriate cleaning products provided.
- Clean inside and outside surrounds of the sinks.
- Clean taps.
- Refill toilet roll dispensers in all cubicles.
- Refill paper towels in each dispenser.
- Wipe tiles and paintwork.
- Polish mirrors.
- Empty bins, including nappy bins, and replace bin liners where necessary.
- Clean and mop floor with appropriate cleaning product provided.

#### General Areas:

- Vacuum and spot clean where necessary.
- Hard flooring – dust control sweep or vacuum, damp mop classrooms.
- Furniture and desks – damp dust. All removable furniture must be pulled out and cleaned under.
- Fixtures and fittings – dust and damp wipe, including skirting, pipes and window ledges.
- Bins – empty daily and damp wipe monthly.
- Clean inside and outside surrounds of sinks.
- Doors – remove marks from glass, doors and walls.

#### Corridors and Stairs:

- Vacuum carpeted areas and spot clean where necessary.
- Hard flooring – dust control sweep or vacuum, damp mop classrooms.
- Furniture and desks – damp dust. All removable furniture must be pulled out and cleaned under.
- Fixtures and fittings – dust and damp wipe, including skirting, pipes and window ledges.
- Doors – remove marks from glass, doors and walls.

**Key Holder:**

- Unlock the school's premises in the morning and securely lock up in the evening.

**Continuing Professional Development:**

- Reappraising own professional performance.
- Be committed to improving own practice through appropriate training and development.
- Engage actively in the performance review process.

**General:**

- Thorough deep cleaning on a regular basis, undertaken during the school holiday periods.
- Observe safe working practices in carrying out the required duties, including using correct warning signs, protective clothing and safety equipment and being mindful of hazards to children and staff.
- Work within the School's Health and Safety Policy to ensure a safe environment for the children, their parents and carers, staff, and any visitors to the School and Nursery.
- Monitor the condition of the cleaning equipment and liaise with the Head of Housekeeping regarding any maintenance requirements and issues.
- Cover for absent colleagues when required.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relationships with children, parents/carers and colleagues.
- Participating in INSETs, staff meetings, attending School functions as required.
- Actively promote and model good practice in equality, diversity, and inclusion, and to support and uphold fundamental British values.
- To promote and uphold the ethos and values of Tormead Limited.
- To adhere to all School policies, procedures and risk assessments.

The responsibilities linked to this position are wide-ranging and the duties listed above in this job description are not intended to be exhaustive. It will be necessary to perform other such duties as are reasonably required.

**Safeguarding Children**

The postholder is responsible for promoting and safeguarding the welfare of children and young persons with whom they come into contact, and to adhere to and ensure compliance with the School's Safeguarding Policy at all times. If, in the course of carrying out their duties, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to one of the school's Designated Safeguarding Leads in accordance with the School's policies and procedures.

**Key Relationships**

**Internal:** Head of Housekeeping, School Business Manager, Head of Pre-Prep & Nursery, Estates Team, colleagues, parents.

**External:** Prospective parents.

<b>Person Specification</b>		
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• A good standard of verbal and written English, and basic numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• GCSE in Maths and English at Level 4 or equivalent</li> <li>• Evidence of continuing and relevant professional development</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of undertaking general cleaning duties</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of cleaning or housekeeping role within a school environment</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Able to maintain high standards of cleanliness and hygiene</li> <li>• Able to communicate clearly, understand and follow instructions</li> <li>• Ability to manage time effectively to complete tasks to a high level</li> <li>• Ability to prioritise work</li> </ul>	<ul style="list-style-type: none"> <li>• An awareness of COSHH regulations</li> </ul>
<b>Behavioural Competencies and Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to work both alone and within a team to achieve specified standards</li> <li>• Be flexible to the changing demands of the role</li> <li>• Ability to work both alone and within a team to achieve specified standards</li> <li>• Commitment to self-development and willingness to attend appropriate training as required</li> </ul>	