



## Job Description

Job Title: Cleaner  
Department: Domestic  
Last reviewed: April 2024  
Cshampoos and any other appropriate equipment as required.

### Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be ~~reviewed~~ annually as part of the School's annual performance review process.

### Duties

- x Carry out thorough daily cleaning of allocated areas on the site which will include such tasks as mopping, sweeping, vacuuming, dusting, polishing and washing to the specified standard. Areas may include changing rooms, toilets, dormitories, halls, offices and teaching areas. Only cleaning

- x Ensure that all safety precautions are taken to ensure your personal safety and the safety of others. For example wearing appropriate protective clothing, not leaving cleaning materials unattended, only handling supplied cleaning chemicals/materials and clearly displaying wet floor signs during and after mopping.
- x Clean any other areas as directed by the Cleaning Supervisors to cover the absence of other staff or during refurbishment work.
- x Support may be required to make beds at the start of each term and in the event of overnight guests due to school activities or lettings.
- x Undertake ironing and sorting washing as required.
- x Complete all duties effectively, efficiently, accurately, and within allocated deadlines.
- x In agreement with the Cleaning Supervisors, introduce processes and procedures where necessary and appropriate.
- x Establish and maintain effective communication channels and efficient/effective working relationships with other members of the Domestic team, colleagues and third parties.
- x Keep the Domestics management team fully up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame.
- x Make use of appropriate equipment and facilities in order to complete duties in the most efficient and effective way.
- x Undertake appropriate training to ensure that skills remain up to date and commensurate with the first-class service required for this role

## Other Requirements

### *Safeguarding and Child Protection*

1. All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

### *Health and Safety*

1. In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

2.

## Cleaner Person Specification

	Essential	Desirable
Qualifications		
Good general level of education (to GCSE level or equivalent)	<b>7</b>	
Knowledge, Skills and Experience		
Experience of using powered cleaning equ 788 re f0C		