

# JOB DESCRIPTION

<b>CLEANING STAFF</b>	
Department	Operations Department
Reporting to	Cleaning Manager
Hours per week / weeks per year	33½ hours per week (or as agreed individually) all year round.  Routine working hours will normally be 0600-1300, but may be flexed as required according to the School's business needs.
Salary band / pay point	Starting pay will be between Point 4 and Point 5T of the support staff pay scale
Employment status	Permanent
Purpose and objectives of role	<ul style="list-style-type: none"> <li>• To maintain a high level of cleanliness throughout all areas of the working environment.</li> <li>• Operate cleaning machines including buffing, rotowashing &amp; vacuum cleaners.</li> <li>• Deep cleaning of areas of the School as directed by the Cleaning Manager / Cleaning Supervisor during all vacation times.</li> <li>• Ensuring the respective Cleaning Cupboard is kept adequately stocked &amp; tidy at all times</li> <li>• Provide support to School activities, events and functions</li> </ul>
Key areas of responsibility, tasks and duties	<p><b>Promote and safeguard the welfare of the children and young people with whom you come into contact</b></p> <p><b>While at work, wear provided uniform and/or identity, and be readily identifiable as a member of the RHS Operations Department</b></p> <p><b>Have a knowledge of and observe the relevant School Policies e.g. Staff Code of Conduct, Fire Safety, Sick Absence etc.</b></p> <p><b>Ensure that at all times you are alert to your own Health and Safety, and that you conduct or consult risk assessments as appropriate &amp; comply with COSHH policies at all times.</b></p> <p><b>Ensure you are punctual, that you maintain a flexible and resourceful outlook, and that at all times you represent the School in a positive and polite manner</b></p> <p><b>Ensure that you are pro-active in all matters concerning safety, security, the avoidance of waste and pollution, and the reduction of the School's carbon footprint.</b></p> <ul style="list-style-type: none"> <li>• Work under the direction of the Operations Manager and Cleaning Manager, and assist them as required.</li> <li>• Work cooperatively and collaboratively with the other cleaning supervisors to ensure that all areas of the School are cleaned as necessary</li> <li>• Work cooperatively and collaboratively with other RHS staff and/or contractors.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure efficient/safe completion of allocated work to standard within designated timelines, and advise Line Management of any issues that may impact upon achieving standards or timelines</li> <li>• Work as part of a team, providing cover when needed. Work independently at times to cover all areas of the job role as required.</li> <li>• Maintain and ensure that all hazardous and other waste is stored and disposed of correctly</li> <li>• Carry out such other duties (subject to safety and competence) in support of the school as directed by management.</li> <li>• Be prepared to attend personal development or collective team training</li> </ul> <p><b>Provide support cleaning services as required, to include:</b></p> <p><i>When assigned to a Boarding House:</i></p> <ul style="list-style-type: none"> <li>• Clean in dormitories, recreational areas, kitchens and ablution areas as directed by the House Matron. This will include the cleaning of walls and windows to just above head height, unless suitable stepladders are provided.</li> <li>• Assist the House Matron to sort and distribute laundry as required.</li> <li>• Assist the House Matron with preparations for house social activities.</li> <li>• Be available to work on Speech Day, assist the House Matron with preparation and serving of tea and subsequent cleaning.</li> </ul> <p><i>When assigned to classrooms, laboratories, offices, Chapel, Health Centre, Design Centre, Music School, swimming pool, gymnasium, 6<sup>th</sup> Form Centre, CCF/Sailing Centre, administration block or any other area within the School:</i></p> <ul style="list-style-type: none"> <li>• Clean and polish floors and furniture</li> <li>• Vacuum carpets as required.</li> <li>• Clean windows and walls up to just above head height, unless suitable stepladders are provided.</li> <li>• Clean ablution areas as required.</li> <li>• Specialist cleaning as required, for example, in the Swimming Pool, after a suitable period of 'on the job' training.</li> </ul>
<p>USP</p> <p>Benefits</p> <p>Challenges</p> <p>Opportunities</p>	<ul style="list-style-type: none"> <li>• Pension, leave, pleasant environment</li> <li>• Giving optimum support, prioritising limited resources</li> <li>• Training, personal development, pre-authorised overtime to support school activities</li> </ul>