

## Job Description: Cleaner and laundry Assistant

<p><b><u>Responsible to</u></b></p>	<p>Head of housekeeping</p>
<p><b><u>Aim of the Post</u></b></p>	<p>To clean classrooms, washrooms, dormitory's areas and assist with the washing of boarder's laundry and bedding.</p> <p>The ability to work within a team and individually to a high standard of cleanliness and hygiene.</p>
<p><b><u>Principal Responsibility Areas</u></b></p>	<ul style="list-style-type: none"> <li>• To maintain all areas of the school buildings in a clean, tidy and hygienic condition, including cleaning a designated section</li> <li>• To clean to a high standard of cleanliness and hygiene ensuring you maintain a safe working environment for yourself and others</li> <li>• To assist with the washing and distributing of laundry linen for the school and it's boarding.</li> <li>• To undertake Deep cleans within the school holiday period when scheduled by the Head of Housekeeping</li> <li>• To operate cleaning machinery and other equipment appropriately and in a safe manner. To monitor cleaning equipment, ensuring its proper upkeep and servicing and to report any defects or concerns to the designated manager.</li> <li>• To ensure all toilets and student wash facilities are stocked with soap, towels, toilet paper etc</li> <li>• To undertake emergency cleaning (soiling of toilets, floods etc) as necessary</li> </ul>

	<ul style="list-style-type: none"><li>• To report to the Site Team any major defects in building, equipment and security systems observed in the course of duties. Any minor faults can be reported using the cleaners fault book.</li><li>• Have an understanding of correct uses of chemicals and storage (COSHH) and how to use a risk assessment.</li><li>• To ensure you wear the correct PPE, footwear and clothing necessary (some will be provide)</li><li>• To follow all Health and safety procedures when dealing with the disposal of waste within the school.</li></ul>
<b><u>Essential Requirements</u></b>	<ul style="list-style-type: none"><li>• Good communication skills</li><li>• Good basic numeracy and English comprehension skills</li><li>• Reliable, punctual with common sense and able to use initiative</li><li>• Ability to work methodically and accurately, well organised and able to be flexible and prioritise tasks</li><li>• Good time keeping and time management</li><li>• The ability to work alone as well as part of a team to promote harmonious working relationships</li><li>• The ability to form positive relationships with colleagues and others</li></ul>

<p><b><u>General Duties</u></b></p>	<ul style="list-style-type: none"> <li>• To carry out duties as detailed in the staff handbook' and terms and conditions of your contract</li> <li>• To carry out all duties in a manner which complies with: <ul style="list-style-type: none"> <li>(a) current Health and Safety Regulations</li> <li>(b) the requirements of the Equality Act</li> <li>(c) the School's security requirements</li> <li>(d) the requirements of Frewen College's policy documents</li> </ul> </li> <li>• To participate in appropriate meetings with colleagues,</li> <li>• To implement all school policies and procedures.</li> <li>• To play an active part in promoting the school ethos, vision, mission and values.</li> <li>• To undertake all reasonable duties as requested by the Principal, Deputy Principal, Business Manager, Head of Housekeeping or the Estates manager</li> </ul>
<p><b><u>Terms and Conditions</u></b></p>	<p>These duties are not necessarily comprehensive and are subject to annual amendment by the Principal after consultation with the post holder.</p> <p>In the event of these duties not being performed to the satisfaction of the Principal and Governors, the matter will be dealt with in accordance with disciplinary procedures agreed by the Principal and Governors.</p> <p>Terms and conditions of employment are set out in the Letter of Appointment/Contract.</p>

Signed: ..... Date: .....

Signed: ..... Principal