

# St Andrew's Prep

## EASTBOURNE

### JOB DESCRIPTION

POST: Cleaner – term time only

RESPONSIBLE TO: Cleaning Manager and Facilities Bursar

### Main Purpose of the Job

- To provide a cleaning service to the school buildings during the school terms
- Ability to plan work and meet daily and weekly cleaning programme.

### OUTLINE OF DUTIES

#### Daily

- Empty waste bins into large black sack and remove to collection point.
- Clean all sinks and toilets using the appropriate cleaning agents as instructed
- Clean all cups/plates/cutlery in staff areas
- Damp dust all work surfaces
- Clean sinks, basins, toilets, and any other furniture or equipment that would normally be cleaned or polished
- Vacuum all carpeted areas
- Polish tables, desks, chairs, bedroom furniture, mirrors, framed pictures, photographs
- Remove finger marks on doors and internal glass
- Sweep and wet mop all hard floors including kitchens, toilets and bathrooms, as well as entrance lobbies and corridors.
- Damp dust shelves, window sills and ledges
- Refill when required: toilet rolls, paper hand towels and soap dispensers
- Clean all cleaning equipment. Report any defective machinery to the Cleaning Supervisor for repair or replacement.

#### Weekly

- Damp dust all ledges, radiators, pipe work etc. at least once a week or at such regular intervals as to maintain the areas clean and dust free
- Undertake high dusting of all areas out of arms reach with the appropriate tool at such regular intervals as to maintain the areas clean and dust free
- Classrooms, Offices and Reception areas – shelves, window sills and ledges are to be damp dusted. All tiled surfaces in bathrooms, toilets, changing rooms to be cleaned

- Dust furniture / vacuum furniture weekly applying polish to wood areas where necessary
- Damp mop wood floors using appropriate mop
- Machine buff appropriate floors
- Be responsible for identifying stock requirements of all cleaning materials and consumables to the designated person on the appropriate form
- Clean telephones and radios with appropriate disinfectant wipes
- Vacuum behind and underneath of all furniture

### Termly - Deep Clean

- Undertake high and low dusting in all areas of the buildings
- Wash down walls, skirting boards, radiators and pipe work
- Clean behind and underneath of all furniture
- Clean internal windows as required and surrounding paintwork
- Clean and de-frost all fridges and freezers

### General

- Following training, maintain standards of safety in the use of materials and equipment as instructed, for the safe and effective completion of the job
- Be fully conversant with St Andrew's Prep emergency procedures as instructed
- Undertake manual handling techniques where appropriate
- Undertake any other task which may be reasonable requested by the Facilities Bursar in order to maintain the cleanliness of the school
- To ensure that the right channels of communication are used to convey information within the department and around the school
- To foster positive and professional working relationships within the department and the whole school
- To maintain confidentiality regarding school, staff and personnel issues
- To participate in professional development activities in accordance with performance management, departmental and whole school processes
- To maintain some flexibility in working practices so that the smooth running of the school is not jeopardised

### Essential Criteria

- Work as part of a team
- Liaise effectively with all staff
- Work without day to day supervision on your own initiative
- Work to demanding and often very tight schedules
- Be flexible in the duties undertaken and to work within all reasonable requests
- Demonstrate a willingness to assist in maintaining a pleasant and safe environment for all with quality and pride in all you undertake

### Desirable Criteria

- Experience in similar work in a similar environment
- Knowledge and understanding of COSHH
- Manual handling and lifting training

### TERMS AND CONDITIONS

**Salary:** £8.22 per hour

**Hours of Work:** 20 hours per week to be worked Monday to Friday 5.30pm to 9.30pm, except Wednesdays which will be 5pm to 9pm during term time only (34 weeks).

**Pension:** After three months service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt out of the pension scheme. The Charity will contribute 5% of your gross salary and you can choose whether to contribute also.

**Holiday:** 5 weeks pro rata paid annual leave to be taken during School holidays. Pay for this is included in the salary.

### **Safeguarding Statement**

St Andrew's Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to enhanced DBS check, pre-employment medical questionnaire and positive references.

July 2018