

## **WOODHOUSE GROVE SCHOOL**

### **OUTLINE JOB DESCRIPTION**

<b>JOB TITLE:</b>	Cleaner
<b>LOCATION:</b>	Woodhouse Grove School / Brontë House School
<b>RESPONSIBLE TO:</b>	Domestic Services Supervisor
<b>RESPONSIBLE FOR:</b>	To ensure a high standard of cleanliness in the school is maintained using correct materials and equipment.
<b>SUPERVISION AND GUIDANCE:</b>	Supervision and guidance on working practices and procedures will be provided by the Domestic Services Supervisor or any person delegated to act on their behalf.
<b>HOURS:</b>	As advertised
<b>SALARY:</b>	£13.45 per hour
<b>HOLIDAY:</b>	Statutory minimum entitlement

### **RESPONSIBILITIES FOR ASSETTS/MATERIALS**

For the economic use of materials belonging to the company  
For appropriate use and maintenance of all equipment used in the course of duties  
For the security of confidential information  
For the security of the premises and its contents

### **LIST OF DUTIES**

Using the correct materials and equipment, you are required to clean your designated area including (but not restricted to) the following;

- Empty internal waste bins
- Remove litter from floors and other parts of your designated area
- Mop floors
- Vacuum floors
- Wipe down tops
- Dust and polish tops
- Clean low level glazed areas
- Clean and sanitise sanitary fittings
- Remove cobwebs
- Wipe down walls
- Remove stains
- Remove rubbish to skips
- Check and report faults and damages to the Caretaker
- Keep your materials and equipment tidy and report any faults or damages to the Caretaker
- Clean skirting boards and wipe down doors and door frames
- Clean carpets

- Polish floors

Any other cleaning and domestic work as may be instructed by the Domestic Services Supervisor from time to time, such as doing laundry, Housekeeping duties in the Boarding Houses, assisting in the School Kitchen and Dining Rooms.

The items listed above will be carried out on either a daily, weekly, monthly or termly basis as directed by the Domestic Services Supervisor.

## **HEALTH & SAFETY**

You must be aware that you are responsible for your own safety and the safety of others in accordance with the Health & Safety at Work Act as revised from time to time. You must wear clothing and shoes, appropriate to your work, at all times. Should you have any concerns relating to Health and Safety, you must raise these immediately.

## **Equal Opportunities Employer**

Woodhouse Grove School is committed to eliminating discrimination and encouraging diversity amongst our workforce. We aim to provide quality and fairness for all job applicants and employees and not to discriminate, or to receive less favourable treatment, on grounds of age, disability, race, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Employment decisions will be made on the basis of each applicant's job qualifications, skills, experience, and abilities. Applicants or employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Saima Hussain, Head of HR, [Hussain.Sa@woodhousegrove.co.uk](mailto:Hussain.Sa@woodhousegrove.co.uk)

## **Child Protection and Safeguarding Policy**

Woodhouse Grove School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the School's Safeguarding Policy and Staff Code of Conduct at all times. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and The Disclosure and Barring Service.

## **Online Checks**

Online Checks will be carried out on shortlisted candidates.