

## Job description and person specification

### Job description

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

<b>Job title:</b>	Cleaner
<b>Reporting to:</b>	Cleaning Manager
<b>Main purpose of the role:</b> Deliver a full cleaning service within in Bede's School Trust premises in accordance with the agreed standards, at the prescribed times, in line with the policies and procedures and as detailed in the cleaning work schedules.	

### Main duties and responsibilities:

- 1. Daily Cleaning:** To provide a comprehensive cleaning service to all areas of the School, demonstrating consistent quality, efficiency and effectiveness. These duties include but are not limited to: vaccuming and mopping of floors, damp dusting of fixtures, fittings and furniture, cleaning of sanitary ware (i.e. toilet, sink, showers), removal of waste and mechanical cleaning of floors and surfaces.
- 2. Planned Deep Cleaning:** To carry out planned termly/half termly deep cleaning schedules ensuring that all areas are cleaned to a very high standard.
- 3. Health and Safety and COSHH:** Full awareness and working knowledge of COSHH (Control of Substances Hazardous to Health) procedures for cleaning materials ensuring the correct action is applied when using any chemical cleaning solutions.
- 4. Cleaning Equipment and Machines:** To be responsible for the cleaning maintenance and storage of all equipment and machines ensuring that any issues are reported to the cleaning manager.
- 5. Administrative Records:** To complete all required records documentation to ensure they are clear logs of all the cleaning services delivered.
- 6. Training:** To undertake all mandatory and on the job training as required by the role.
- 7. Safeguarding:** To ensure that any concerns regarding safeguarding are reported immediately as per school procedures.

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### Measures:

1. Cleaning service is delivered effectively on a daily basis, service standards are considered to be excellent, and users report high levels of satisfaction.
2. Deep cleans are delivered to schedule and quality with minimum disruption to the operation of the school.
3. Full compliance with COSHH and Health and Safety regulations and requirements; products are used within school risk assessment instructions at all times; records are completed.
4. Machines are well cared for and maintained.
5. Records are accurate and up to date.

### Key Dimensions Impacted by the Job:

1. Number of buildings cleaned: 5 Boarding Houses, Main School Buildings.

### Key Skills and Experience:

1. Previous cleaning experience.
2. Ability to quickly become fully familiar with school cleaning procedures.
3. Compliance, Health and Safety, Environmental Health and Fire Safety Regulations.
4. Ability to work collaboratively as part of a team.
5. Administrative and record keeping.

### Key Interfaces:

1. Senior Matron and Matrons
2. Housemasters
3. Teaching Staff, Administrative Staff
4. Pupils (particularly boarders)

### Operating Environment and Context of the Role:

Bede's is a successful, friendly and warm welcoming community. We offer a high quality service to all our pupils and have ambitious plans to continue to improve and develop the services, which we offer. The cleaning team is central to ensuring the school's buildings and facilities are clean and fit for purpose, they meet the standards which our parents expect, and that the teaching and support staff require to deliver the curriculum and operational functions.

The dynamic school environment means that the cleaning team need to meet changing requirements, which requires the job holder to demonstrate high levels of flexibility and co-operative working to ensure that they, and team members work effectively and supportively.

In addition to the Main Senior Boarding School, the Trust uses its facilities to run an International Summer School for overseas pupils, which means that in essence, the school is operational 24/7 for 51 weeks of the year. Deep cleans have to take place with this in mind and with the minimum of inconvenience and disruption to the school.

Pupil safety is paramount at all times and the job-holder must work in a way which is compliant with H&S and safeguarding procedures. Cleaning staff may often have to deal

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with the results of atypical pupil behaviour, reporting any areas of concern contributes significantly to the pastoral care of all pupils.

Many of the buildings from which the school operates are period and consequently were not purpose built, which bring challenges to the cleaning team as the design and structure of old buildings means they can have uneven and intricate surfaces and substantial dust traps, which can be difficult working environments.

The school runs on an extended day, which means that cleaning has to be rostered to work around curriculum delivery, resulting in very early morning starts (4.30 am) and late evening finishes (11.00 pm) the job-holder will possibly work outside normal working hours and when the school is quiet which requires self-motivation.

### Safeguarding:

St. Bede's School Trust complies fully with the DCSF Guidance '*Safeguarding Children and Safer recruitment in Education*' and is committed to safeguarding and promoting the welfare of children and young people. The jobholder is expected to share this commitment and comply with all associated internal policies and procedures, particularly when working in the Boarding Houses where compliance with the rules of the boarding houses in relation to pupil privacy is paramount.

### Additional Information

- Annual salary: £8.72 per hour. Additional £1 per hour is paid for unsociable hours worked between 0430 – 0630.
- All posts are subject to the receipt of a satisfactory DBS certificate, references, medical checks, proof of identity and copies of qualifications, where a requirement of the role.

Written by:

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