

St Andrew's Prep

EASTBOURNE

Job Description

Job Title: Cleaner

Responsible to: Cleaning Supervisor and Estates Manager

Job Summary: To provide a cleaning service to St Andrew's Prep generally and including its Sports Hall, which meets the school's cleaning standards.

Duties and Responsibilities:

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, handles 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

- Sweep with V mop and mechanically clean sports hall floor with a scrubber/drier once a week
- Sweep and wet mop dance studio floor
- Damp dust work surfaces
- 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
- Vacuum all carpeted areas
- 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 / vacuum furniture weekly applying polish to wood areas where necessary
- Damp mop wood floors using appropriate mop
- 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 and vacuum behind and underneath of all furniture
- Clean internal windows as required and surrounding paintwork
- Clean and de-frost all fridges and freezers

General

- Be a key holder to the Sports Hall
- 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 Cleaning Supervisor or Estates Manager in order to maintain the cleanliness of the school
- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times
- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies
- 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: £11,778 per annum based on £8.34 per hour

Hours of Work: 37.5 hours per week to be worked Monday to Friday 5.00pm to 1.00am, during term time only (34 weeks). This role may be split between two employees, each working 18.75 hours per week, Monday to Friday 5.30pm to 9.15pm.

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 into the pension scheme. The Charity will contribute 5% of your gross salary and you will be expected to contribute 3%. You can also choose to opt out.

Holiday: 28 days paid annual leave to be taken during School holidays. Pay for this is included in the salary.

Application Process

To apply, please visit <https://www.eastbourne-college.co.uk/contact/employment-opportunities/> and click the **Apply Now** button to complete the mandatory application form.

Please ensure you fully complete the application process if you wish to be considered for this position.

The closing date for applications is noon on 21 October 2019

For further information please contact Human Resources Department on email: hr@eastbourne-college.co.uk or tel: 01323 452239.

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.

October 2019