



## Job Description

**Job Title:** Cleaner

**Responsible to:** Cleaning Supervisor/Soft Services Manager

**Job Summary:** The post holder will be part of the charities cleaning team responsible for ensuring that all areas of the campus are cleaned to specified standards.

### Duties and Key Responsibilities:

a. Cleanliness

- Ensuring a high standard of cleanliness across all areas of responsibility as tasked by the Cleaning Supervisor/Soft Services Manager
- Particular attention will be focussed on the regular cleaning of hard surfaces in high traffic areas including classrooms, toilets, corridors, offices and communal areas, day houses and boarding houses.
- Complying with College Personal Protective Clothing/Equipment Policy
- Compliance with the safe use of chemicals policy and COSHH requirements, this includes the use of warning signs (i.e. wet floor etc)
- The post holder may be required to work at any location across both Eastbourne College and St Andrew's Prep School including but not limited to classrooms, communal areas, offices, day houses and boarding houses

b. Code of Conduct

- Maintaining good time keeping hours including relief times for breaks as dictated by employment contract
- Referring any personnel issues relating to the working environment initially to the Cleaning Supervisor or the Soft Services Manager
- 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
- Ensuring that issued attire is worn and kept in a clean and presentable standard
- Complying with College Health & Safety Policy.

c. Fire & Evacuation

- Being aware of the College Fire evacuation procedure
- Report out-of-date, discharged or damaged fire extinguishers.

d. First Aid

- Being aware of location of first aid boxes and reporting procedures.

e. Security

- Maintaining a vigilant approach to potential breaches of security such as unlocked buildings, insecure equipment, open doors and windows and intruders on site and reporting any concerns to the Cleaning Supervisor or Soft Services Manager
- Ensuring that keys when not in use are returned to the secure location in which they are kept

f. Other Duties

- 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.
- Perform other such duties within the scope of this position, as may be determined by the Cleaning Supervisor or Soft Services Manager.

**Person Specification**

Essential	Desirable
<ul style="list-style-type: none"><li>• Work as part of a team</li><li>• Liaise effectively with all staff</li><li>• Work without day to day supervision on your own initiative</li><li>• Work to demanding and often very tight schedules</li><li>• Be flexible in the duties undertaken and to work within all reasonable requests</li><li>• Willingness to undertake training programmes as required for the job, e.g. COSSH, risk awareness, manual handling</li><li>• Be willing to undertake Health &amp; Safety Regulations training (provided by the College)</li></ul>	<ul style="list-style-type: none"><li>• Experience of similar work in a similar environment</li><li>• Knowledge and understanding of COSSH</li><li>• Manual handling and lifting training</li></ul>

**Terms and Conditions**

**Salary:** £8.72 per hour

**Hours of Work:** Various roles available both part time and full time evenings and weekends, initially fixed-term until June 2021. These positions are term time only.

**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 in to the pension scheme. The College will contribute 5% of your gross salary and you will be expected to contribute 3%. You may choose to opt out of the pension scheme.

### **Safeguarding Statement**

Eastbourne College 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.

Eastbourne College Incorporated is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.

### **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. An up-to-date CV may be uploaded with this online application form.

Please indicate clearly your preferred working days and hours when applying.

For further information please contact Human Resources Department by email: [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or tel: 01323 452300.

The closing date for applications is **2 October 2020**.