



Job Description

Domestic Cleaner

Working Hours: Monmouth School for Girls 12½ hours per week Monday to Friday 6am – 8.30am throughout the year

Responsible to: The Bursar through the Housekeeping Manager

Summary of the Role:

To assist in promoting the highest standards of housekeeping within the School.

Main Duties and responsibilities

Domestic Cleaner

1. To clean designated areas to set standards as required, transferring, when necessary, to different areas of the school.
2. To ensure that the highest possible standards of cleanliness are maintained.
3. To comply with Health and Safety and Fire regulations.
4. To immediately report any hygiene problems or incidents such as accident, fire, flood, theft, breakages or damage that the job holder has noted.
5. To ensure adequate supplies of soap, hand towels and toilet tissue in the appropriate designated areas.
6. To maintain cleaning equipment in good working order and report any defects.
7. To replenish cleaning materials as required and ensure that they are stored and handled in the correct manner.
8. To assist with the organising of the supply and laundering of linen, especially for the lets.
9. To attend such meetings and training courses as required.
10. To be conscious for the need for security, closing and locking any windows and doors necessary, and ensure that members of the cleaning team vacate the buildings at the appropriate time.
11. To undertake any allied domestic tasks.

General

1. To comply with Health and Safety and Fire regulations.

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.



Person Specification

Domestic Cleaner

| <i>Essential</i> | <i>Desirable</i> |
|---|---|
| Qualifications | |
| | <ul style="list-style-type: none">• Minimum 2 GCSEs, Grade C or equivalent• Health & Hygiene Certificate |
| Experience | |
| | <ul style="list-style-type: none">• Recent cleaning work |
| Skills | |
| <ul style="list-style-type: none">• Ability to work independently and as part of a team• Ability to work accurately with attention to detail | <ul style="list-style-type: none">• Good Interpersonal skills |
| Personal Attributes | |
| <ul style="list-style-type: none">• Calm under pressure• Takes pride in their work | |
| Other Factors | |
| <ul style="list-style-type: none">• Flexible approach• Willingness to undertake additional training (on occasion outside normal working hours) | |



Haberdashers' Monmouth Schools

Package

- Salary:** Haberdashers' Monmouth Schools Support Staff Pay Scale Band 1 points 1 – 4, £7.90 per hour to £8.25 per hour (over 18s)
- Holidays:** 4 weeks paid holiday per annum (during normal school holidays), rising to 5 weeks after 2 years and 6 weeks after 5 years pro rata
- Pension:** The School operates a contributory money purchase scheme subject to fulfilling qualifying criteria

Applications

Applications must be made on an official application form but may include a full CV. Please return your completed application form by email to: recruitment@habsmonmouth.org or, if returning your application by post, please clearly mark your envelope "Job Application" and send it to:

Miss M Boulton
HR Administration Manager
Haberdashers' Monmouth Schools
c/o Monmouth School for Girls
Hereford Road
Monmouth
NP25 5XT

The closing date for applications is Thursday 14th February 2019