



Job Description

Domestic Cleaner

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)	