



CLEANER / DOMESTIC ASSISTANT

The Role

General and thorough cleaning duties in classrooms, corridors, staircases, toilets, common areas and Boarding Houses, observing Health & Safety and COSHH Regulations at all times.

Person Specification

- Honest, hardworking and trustworthy
- Able to carry out instructions correctly and safely
- Able to communicate well with staff, pupils, parents and anyone with whom they come into contact
- Able to work with initiative and without direct supervision when required
- Flexible, friendly and co-operative attitude essential

Job Description

To thoroughly clean all areas as per training session and adhering to Health and Safety Regulations and COSHH Regulations. Duties may include, but are not limited to:

Bedroom Cleaning Daily

- Empty bins, clean and replace liners x 2 as required
- Thoroughly clean sink, surrounding mirror, light and sink unit
- Damp wipe table, bedside tables and bookshelves
- Damp wipe window ledges, spot check window, doors, walls and radiators for marks and remove
- Vacuum carpet/chair
- Remove any marks from carpet and chair
- Ensure "CLEANING IN PROGRESS" sign evident

Washroom and Shower Areas Daily

- Empty bins, clean and replace liners x 2 as required
- Thoroughly clean toilet, sink, urinal and shower as per training session
- Thoroughly clean all surrounding fixtures and fittings
- Replenish toilet paper, paper towel and soap as required
- Vacuum and mop floor
- Ensure "WET FLOOR" sign evident

Common Areas Daily – Study/Games/Library Rooms/Corridors and Stairs

- Empty bins, clean and replace liners x 2 as required
- Remove rubbish from floors and surfaces
- Tidy surfaces
- Damp wipe all accessible surfaces, fixtures and fittings
- Spot check all walls and doors for marks and remove
- Vacuum soft furnishings and remove any marks
- Vacuum carpets and remove any marks
- Clean stairs and treads
- Ensure “CLEANING IN PROGRESS” sign evident

Kitchen and Laundry Rooms Daily

- Empty bins, clean and replace liners x 2 as required
- Remove debris from floor and surfaces
- De fluff dryers
- Clean all electrical equipment
- Clean sink and unit
- Clean all surrounding fixtures and fittings
- Vacuum all floor surface areas
- Mop floors

Classroom/Office - Cleaning Daily:

- Empty bins, clean and replace liners x 2 as required
- Remove large pieces of paper and debris from floors and surfaces
- Straighten tables and chairs
- Damp wipe all tables and chair surfaces
- Clean white boards/ pen holder/ surrounding wall and skirting board
- Clean all surrounding fixtures and fittings
- Vacuum carpet and hard floor
- Damp mop hard floors
- Ensure “CAUTION” sign evident

Terms and Conditions

- Salary: based on £12.36 per hour and paid monthly
- Free gym membership to our two gyms and swimming pool. (Heavily reduced family membership also available)
- College lunch is available for some shifts
- College pension scheme
- Staff discounts at local retailers and other providers

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