

## JOB DESCRIPTION

**POST TITLE:** Cleaner/Domestic Assistant

**RESPONSIBLE TO:** School Support Manager/Cleaning & Domestic Supervisor

**GRADE/PAYSCALE:** B3 Term Time plus 4 weeks

### **General Responsibilities:**

1. To have an understanding of the school's aims and objectives as laid out in that policy document, and help in any contact with the children to work towards those objectives.
2. To liaise with staff of all disciplines as necessary to promote cooperation, and clear and effective communication within the establishment.
3. A flexible approach to work with the ability to be open to adjustment, change and development which is essential to meet the particular demands of a residential establishment.
4. To be organised and have excellent time management skills.
5. To display a level of maturity and efficiency with such personal qualities as tact, discretion, resourcefulness and warmth.
6. To be aware of security at all times.
7. To perform any other such duties commensurate with the level of this post as may be reasonably requested by the School Support Manager/Senior Leadership Team/Senior Caretaker.

### **MAIN RESPONSIBILITIES:**

- To provide a high quality cleaning and laundering service across the whole school.
- Overall duties to be directed by the School Support Manager.
- Daily duties to be directed by the Senior Caretaker.
- To be fully aware and comply with the control of substances Hazardous to Health Regulations (COSHH) and Health & Safety at work Act 1974.
- Ensure your training is up to date and relevant to your role including but not exclusively, manual handling, safeguarding, fire/evacuation, Health & Safety.
- Maintain a tidy and well stocked trolley/cupboard to ensure you have adequate supplies of consumables such as cleaning cloths, cleaning products, paper towels, toilet rolls, hand

soaps/sanitiser etc. reporting any stock shortages where necessary.

- Ensure the site is cleaned throughout including but not limited to classrooms, corridors, toilets, changing rooms, staff areas, offices, residence with cleaning duties to include:
  - polishing furniture, cleaning window sills, doors, radiators, shelves, skirting boards, dusting, cobwebs, clearing rubbish, emptying bins, washing walls and cleaning floors (vacuum, mop, wash/scrub/buff machine)
  - clean shower rooms, toilets and baths
  - clean bedrooms
  - clean staff sleep-in rooms including making beds
  - clean kitchen in units
  - keep cleaning cupboard tidy
- To carry out special periodic cleaning during school closure.
- To carry out all laundering for the school as required. This will include ironing and repairing as necessary. Items may include but are not limited to: residence clothing, bed linen, towels, tea towels, swimming kits, protective clothing, camping equipment such as sleeping bags. As necessary sluice by hand the undergarments of encopretic and enuretic children any laundry tasks as required.
- Ensure the site is kept clean and tidy at all times and ensure duties are being completed to a high standard, reporting any faults with cleaning equipment or the building to the site team or your Line Manager such as bulbs out, door handles loose or equipment failures.
- To carry out repairs as necessary on anything which is damaged if the material is suitably repairable by stitching or glueing. E.g. clothing, bedding beanbags, fabric covered chairs, plastic and leather items.
- Sewing & Alterations: Competency in mending, hemming, and basic soft furnishing construction. Demonstrate proficiency in textile repair and fabrication; tasks include repairing school uniforms, hemming curtains, and creating bespoke linens or sensory items as required by the residential team.
- To perform any other such duties commensurate with the level of this post as may be reasonably requested by the School Support Manager.

### **WORKING TIMES:**

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. The working week is an average of 22.5 per week), term time plus 4 weeks – Monday to Friday between the hours of 7am and 11.30am to be agreed by the School Support Manager.

### **REVIEW:**

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's responsibilities and duties.

