



BRADFIELD COLLEGE

JOB TITLE: Evening Domestic Cleaner

REPORTS TO: Evening Cleaning Supervisor

DEPARTMENT: Estate/Domestic

DATE: October 2019

This College is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Employees must be willing to undergo an enhanced Disclosure and Barring Service (DBS) Certificate prior to employment, registration of the DBS Update Service and checks with past employers. These checks are repeated each three years of your employment.

You should revert to your individual responsibilities as defined in the Health & Safety Manual and ensure you are competent to implement them and agree to abide by them. Your health, safety and welfare at work are protected by law. Your employer has a duty to protect you and to keep you informed about health and safety. You have a responsibility to look after yourself and others. If there is a problem, discuss it with your employer or the College's Health & Safety Manager.

This Job Description is neither final nor exclusive and the range of tasks would embrace many incidents and situations which are not stated, but require initiative and common sense to be applied.

PRINCIPAL ACCOUNTABILITIES:

CLEANING - The specific cleanliness of areas assigned to you by Evening Cleaning Supervisor including:

- The collection of rubbish and its disposal to designated bins or collection points
- Dusting, polishing and/or damp wiping as appropriate of all surfaces up to a height of two metres plus high level soft brushing using the appropriate equipment
- The dry vacuuming, polishing, machine scrubbing or wet vacuuming of floors as appropriate to the surface finish



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- The cleaning of accessible windows and blinds up to a height of two metres
- The cleaning of bathrooms, showers and lavatories including the replenishment of lavatory paper
- The cleaning of walls, doors and paintwork at intervals as specified by your Supervisor up to a height of two meters
- The cleaning of entrances and porches

MISCELLANEOUS RESPONSIBILITIES AND DUTIES

- To report any damage or breakages to the Supervisor without undue delay

MATERIALS AND SAFETY

Materials

- You should only use materials and equipment provided by the College.

Safety

- You have certain responsibilities towards pupils and other members of the College staff. These are laid down in the College's Health and Safety Manual.

EXPERIENCE:

- Previous cleaning experience ideal but not essential
- Experience of using a sewing machine, ideal but not essential

KNOWLEDGE

- Knowledge of COSHH ideal but not essential as full training will be given
- Knowledge of colour coding but not essential as full training will be given

SKILLS

- Adaptable and willing to accommodate different cleaning processes as College needs change and develop.
- Multitask
- Able to work under pressure

PERSON SPECIFICATION:

- Pleasant manner
- Strong drive and motivation to complete daily/weekly tasks.



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- Personable nature
- Trustworthy and reliable
- Proactive and positive approach
- Enthusiastic team member