



BRADFIELD COLLEGE

JOB TITLE: Domestic Cleaner

REPORTS TO:

DEPARTMENT: Estate/Domestic

DATE: March 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 Matron 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 other areas in the House, including Brewer's (and equipment) telephone booths, sick room and surgery, libraries, TV and games rooms, computer rooms, corridors and landings at a frequency and specification as directed by the relevant Matron
- The cleaning of walls, doors and paintwork at intervals as specified by your Matron up to a height of two meters
- The cleaning of entrances and porches
- At the end of and before the start of each terms the cleaning of areas within the House as directed by Matron
- The cleaning and polishing of cups, trophies and pictures as appropriate

Laundry and Clothing

- To assist the Matron with the laundering of pupils clothes, including sorting, washing, spinning, tumble drying and folding
- Sorting and distribution of clean laundry, towels and linen to pupils' bedsits and dormitories as directed by Matron

Sewing

- You may be required to carry out urgent jobs as directed by Matron, such as sewing-on buttons and name tapes, machine mending of clothing and darning.

PRIVATE SIDE

- Ironing, 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.
- Vacuuming, polishing, machine scrubbing or wet vacuuming of floors as appropriate to the surface finish.
- The cleaning of accessible windows and blinds up to a height of two metres.
- The cleaning of bathrooms, showers and lavatories.



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MISCELLANEOUS RESPONSIBILITIES AND DUTIES

- To report any damage or breakages to the Matron without undue delay
- To assist with the delivery of food and drinks to pupils who are ill and bedded down within the House
- To develop in conjunction with the Matron an understanding of the needs and life of pupils in the House you working, with a view to forming part of the House Team and having responsibility for the care and welfare of pupils
- Taking down and putting up curtains as directed by Matron provided they are within reach without ladders.
- Tidying of beds when necessary in order to improve appearances.
- You are required to adopt a flexible approach to your duties within your assigned House. For example:
 - i. Carrying out extra tasks or work in another area of the House should other members of the Domestic Staff be absent
 - ii. Accepting additional tasks as requested by the HsM and/or Matron, provided such tasks are necessary to the smooth running of the domestic side of the House

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. Your Matron has a copy of the Manual, which is available for you to consult.

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



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SKILLS

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

PERSON SPECIFICATION:

- Flexible to working hours and shift rotas such as Saturdays, Commemoration Days and Bank Holidays falling during term time
- Pleasant manner
- Strong drive and motivation to complete daily/weekly tasks.
- Personable nature
- Trustworthy and reliable
- Proactive and positive approach
- Enthusiastic team member