



St David's College

— Est. 1965 —

Job Description Cleaner

The duties outlined in this job description are in addition to those specified in the Cleaner contract. They are not meant to be exhaustive and it is expected that the role will be undertaken in a spirit of cooperation and a willingness to be flexible in order to meet the needs of the pupils and St David's College.

This job description may be modified by the Cleaning Supervisor, with your agreement, to reflect or anticipate significant changes in the job, commensurate with the salary and job title.

Responsible For: Assisting the domestic department to a high standard of cleanliness throughout the school

Responsible to: Cleaning Supervisor

All members of the Staff agree to:

- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.

Job Summary/Job Purpose:

- Responsible for carrying out cleaning and other related duties within main school, public and staff areas and pupil residential accommodation

Duties/ Responsibilities:

- Maintain standards of cleanliness of floors, furniture and fittings, as well as removal of marks from walls/partitions/doors etc in accordance with set methods, standards and frequencies.
- Operate cleaning equipment, including electrical in order to achieve the specified standards of cleanliness. Handling of refuse for disposal purposes. Replenish supplies of paper hand towels, toilet tissue, soap and hand sanitiser as required. Monitor the stocks of cleaning materials, refuse bags, toilet tissue, paper hand towels, hand soap and hand sanitiser and request as supply as necessary. Organise own day to day workload within work scheduling guidelines to ensure that all cleaning tasks are completed to the set standard. Complete documentation to record 'full clean' completed. Demonstrate an understanding of specified cleaning methods and frequencies. Communicate with Cleaning Supervisor, pupils and departmental staff in order to achieve the specified standard of cleanliness. Ensure compliance with safeguarding policies, procedure and good practices. Participates in the training of new members of staff within Domestic Services by demonstrating

duties and responsibilities. Carry out appropriate systems for school and departmental security, including locking doors, operating alarms and the security of keys as required. Participates in trials for cleaning materials, equipment, work methods and frequencies. Ensure the accurate completion of own time sheet.

- Health & Safety Responsibilities: Demonstrate an understanding of Health & Safety Procedures at St David's college. Follow correct procedures for operating equipment, machinery and materials, ensuring compliance with procedures for reporting defects. Identify Health and Safety Hazards, complete informal risk assessments, recommend solutions and take action to minimise the risk as appropriate. Ensure the observance of safe working methods and report accidents and incidents in the appropriate manner.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidates will be subject to an enhanced DBS check and satisfactory references.