

Job Description

Cleaner/Laundry Assistant

Reporting to: Cleaning Supervisor

Overview:

The Cleaner/Laundry Assistant works as part of a team, and plays a vital role in maintaining a safe, clean, and hygienic environment for pupils, staff, and visitors. They are responsible for cleaning and sanitising classrooms, hallways, toilets, and other school facilities, ensuring that all areas are tidy and free from hazards. This includes tasks such as sweeping, mopping, dusting and emptying rubbish bins. In addition, they are also responsible for the School laundry which includes: washing, drying, ironing, and organising pupil's linens, uniforms, and other personal items, as well as washing and pressing the school table clothes.

Main Responsibilities and Tasks:

Normal duties will usually include the following:

- To deliver an effective cleaning service throughout all of the school buildings and for a range of users;
- To ensure that the school buildings, fixtures and fittings are cleaned to a high standard;
- To safely use chemicals and cleaning materials as instructed, following Health and Safety guidelines and the use of Personal Protective Equipment (PPE);
- To safely operate machinery used for cleaning hard and soft surfaces, such as vacuum cleaners and floor polishers following Health and Safety guidelines;
- To ensure School standards of hygiene and safety are met with regard to cleaning equipment and storage;
- To report any hazards, defects or any relevant factors of the building or environment safety that may be detrimental to safe working practices and normal school operations immediately;
- To work closely with other members of staff to ensure that any ad hoc work is carried out promptly;
- To ensure that all refuse disposal is made in accordance with the school's policy;
- To carry out the school laundry; bedding, towels, table linen; boarders personal clothing, etc
- To take reasonable care of your own health and safety at work;
- To take part in any training requirements;
- To maintain confidentiality and observe data protection and associated guidelines;
- To maintain regular, consistent and professional attendance, punctuality and personal appearance.

Routine duties will normally consist of:

- Vacuum cleaning hard and soft floors;
- Spot cleaning of spillages;
- Wiping furniture, ledges, pipes, paintwork, doors and polishing glass and mirrors;
- Emptying and cleaning bins;
- Cleaning toilets, sinks and sanitary fittings and surrounds;
- Mopping and spray cleaning hard floor surfaces;
- Replenishing supplies in toilets, etc;
- Checking and closing windows, switching off lights;
- Such other duties as may be allocated from time to time.

During periods when the school is on holiday, deep cleaning takes place and may include wall washing, high level dusting, shampooing carpets, washing curtains, etc.

Person Specification

Experience & Knowledge:

- Previous cleaning and/or laundry experience is desirable but not essential
- Experience with cleaning products and equipment would be beneficial
- Knowledge of health and safety regulations in a cleaning environment

Aptitude & Skills:

- Ability to work as part of a team
- Ability to work effectively with minimal supervision
- Ability to follow instructions and adhere to cleaning schedules
- Flexible and adaptable to changing tasks or priorities
- Strong attention to detail and high standards of cleanliness
- Good time management and organisational skills
- Good communication skills
- Motivated and committed to the growth and development of the service, supporting special events and the ethos of the School.

Working Pattern:

The hours of work will be 15 hours per week; from 6.00pm until 9.00pm on a Monday to Thursday and from 5.00pm to 8.00pm on Friday during term time. Flexible working arrangements are available during the school holidays when there are no pupils on site. This is an all year around permanent position.