



<b>JOB DESCRIPTION</b>			
<b>Department</b>	Cleaning	<b>Date</b>	October 2021
<b>Responsible to</b>	Housekeeping Manager/Deputy/ Cleaning Supervisors	<b>Responsible for</b>	Performing a variety of cleaning tasks at Christ's Hospital
<p><b>Job Purpose</b></p> <ul style="list-style-type: none"> <li>The post holders are responsible for providing a first class cleaning service site wide to customers as appropriate to the responsibilities of the Cleaning Department. This may be either in the public areas (including touch point) of the school and/ or school boarding houses. Post holders will work shifts of 5 out of 7 days on a rota basis. This includes regular weekend working for all and an occasional late shift for those working in the public areas.</li> </ul>			
<p><b>Reporting Structure</b></p>			
<p><b>Responsibilities/Accountabilities</b></p> <ul style="list-style-type: none"> <li>Toilets &amp; Washrooms – To clean toilet and washroom areas to a satisfactory and hygienic standard. Under sinks, behind the toilets. Showers, basins and tiles. Ensure overflows and drains are kept clear.</li> <li>Carpeted Areas – Dry vacuum carpeted areas, picking up all rubbish, empty waste bins, spot mark where necessary.</li> <li>Floors – Wash and machine scrub if necessary.</li> <li>Brass – Polish brass where appropriate and keep to a high standard.</li> <li>Hard Floor Surfaces – Spray burnish with a polishing machine.</li> <li>Re-sealing – Re-seal floors when necessary. Only to be authorised by Cleaning Manager or Supervisors.</li> <li>Glass Cleaning – Clean glass panels in doors, cabinets and partitions.</li> <li>Kitchens – Clean all work surfaces and appliances, wash floors thoroughly. Dispose of all waste and keep bins clean.</li> <li>Outside Areas – Make sure that the areas around the large bins are kept clean and clear, and that all black bags are put into the bins.</li> <li>Your Duties will be varied from Building to Building – If at any stage you are not sure about cleaning an area you should ask your Supervisor or the Cleaning Manager.</li> <li>To ensure that sites are cleaned to the required standard on a day-to-day basis</li> <li>To ensure that equipment is properly maintained and defective items are reported to the cleaning manager</li> <li>To report any damage to the correct department</li> <li>To report any foreign objects around the grounds to the correct department</li> </ul>			

- To be committed to improving and developing the organisations processes and facilities
- To carry out such duties that may be reasonably required by your line manager

Christ's Hospital is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

### PERSON SPECIFICATION

<p><b>Experience</b> <i>(Types of experience needed)</i></p>	<ul style="list-style-type: none"> <li>• Customer service focus, cleaning/domestic service work experience</li> <li>• Proven experience of undertaking a range of general cleaning duties, completing tasks to a high standard</li> <li>• cleaning in a 24-hour residential school setting</li> </ul>
<p><b>Qualifications</b> <i>(Minimum qualifications needed, relevant experience may be a substitute)</i></p>	<ul style="list-style-type: none"> <li>• Ideally in receipt of a relevant qualification in COSHH</li> <li>• Will have completed Manual Handling and Fire Safety Awareness Training</li> <li>• Willing to develop skills and abilities. In-house coaching/training &amp; NVQ and BCSI</li> </ul>
<p><b>Skills &amp; Abilities</b> <i>(Written/oral communication, dealing with public, team working skills, etc.)</i></p>	<ul style="list-style-type: none"> <li>• Able to understand and to read English for the purposes of: Being able to read and/or take and to follow clear instructions. Being able to understand and follow Safety signs</li> <li>• Demonstrable ability to perform tasks of a physical nature including bending, twisting, pulling, pushing</li> <li>• It is essential that the post holder is physically able to: manage all items of manual and electrical cleaning equipment; climb stairs many times throughout the day and cover large distances comfortably and at reasonable pace on foot while moving from location to location on a large site.</li> <li>• Ability to demonstrate team working skills</li> <li>• Self-motivated</li> <li>• Proven ability to work unsupervised/ with minimal supervision at times</li> <li>• Ability to work flexibly, prioritise and manage workload and pressure</li> <li>• Ability to use initiative when confronted with new task/situation.</li> <li>• Able to understand the concept of Safeguarding children</li> <li>• Reliable and Calm</li> </ul>

### Additional Work Elements

- Full uniform and safety equipment to carry out this role will be provided
- In the event of a major incident or disaster, you may be required to provide assistance, in whatever capacity necessary and participate in any training to ensure the School is fully prepared

### HR REFERENCE DETAILS