



## Job Description

**Job Title:** Cleaning Assistant  
**Department:** Housekeeping  
**Last reviewed:** July 2024

### Job Outline

The primary objective of the Cleaning Assistant is to provide an efficient, effective and high-quality domestic cleaning service across the School site and within our Boarding Houses to ensure that allocated areas of the School are cleaned to a high standard.

### Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

### Duties

- To undertake general cleaning duties in both Boarding Houses and School buildings which may include changing rooms, toilets, dormitories, halls, and offices as well as sweeping any entrances, external exits, and stairwells and steps, ensuring that all areas are kept in a clean, tidy and hygienic condition and to a very high standard at all times.
- To provide a high standard of cleaning to enhance the overall homely environment of the School buildings in conjunction with the Cleaning Supervisors.
- This will involve mopping, sweeping, vacuuming, scrubbing, dusting, polishing and deep cleaning to the specified agreed standard.
- Some areas may use powered cleaning equipment provided, which may include scrubbing machines, carpet shampooers and any other appropriate equipment as required. Full training will be given where applicable.
- Empty waste bins and remove litter to the nearest point for collection, remove cobwebs and obvious stains from external low-level glazed areas. Ensure there are adequate supplies of soap, toilet rolls and towels, as appropriate, and replenish these as necessary.
- Spot-clean walls at regular intervals throughout the year and complete a thorough clean of all walls at the end of each term.

- To use all materials and equipment efficiently and cost-effectively, including operating in accordance with all health and safety legislation, including COSHH requirements. To work in a safe and hygienic manner and assist colleagues to do likewise.
- Report any maintenance requirements to the Cleaning Supervisor in a timely manner.
- Ensure that all safety precautions are taken to ensure your personal safety and the safety of others. For example, wearing appropriate protective clothing, not leaving cleaning materials unattended, only handling supplied cleaning chemicals/materials and clearly displaying wet floor signs during and after mopping.
- Show a degree of flexibility in carrying out your duties. Ensuring all end-of-shift duties are completed prior to finishing work. Clean any other areas, as directed by the Cleaning Supervisors, to cover the absence of other staff or during refurbishment work.
- Support may be required to make beds at the start of each term and in the event of overnight guests due to School activities or lettings.
- Undertake sorting washing, as required, to support Matrons in Boarding Houses.
- In agreement with the Cleaning Supervisors, introduce processes and procedures where necessary and appropriate.
- Keep the Housekeeping management team fully up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame.
- Undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first-class service required for this role.

## **Other Requirements**

### *Safeguarding and Child Protection*

1. All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

### *Health and Safety*

1. In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

2. Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

#### *Equality, Diversity and Inclusion*

1. Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

#### *Code of Conduct*

2. Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

#### *Data Protection*

3. All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

## Cleaning Assistant Person Specification

	Essential	Desirable
<b>Specialist Knowledge &amp; Qualifications</b>		
Awareness of Health & Safety at Work Regulations especially Manual Handling Regulations.		✓
A basic awareness of COSHH (Control of Substances Hazardous to Health) Regulations.		✓
Experience in operating cleaning machines i.e., floor polisher.		✓
<b>Knowledge, Skills and Experience</b>		
Previous cleaning and/or work experience in a similar role.		✓
Excellent interpersonal and customer service skills.	✓	
Excellent communication skills to liaise with a wide range of people.	✓	
Experience of team working.	✓	
Able to ensure standards for quality, customer service and health and safety are met.	✓	
<b>Personal Attributes</b>		
Ability to establish and maintain positive relationships.	✓	
Well organised, task orientated and able to coordinate a range of activities.	✓	
Practical evidence of taking own initiative.	✓	
Ability to adapt to changes within the service.	✓	
A flexible approach to assist colleagues when required.	✓	
Self-motivation and personal drive to complete tasks to required timescales and quality standards using own initiative.	✓	
Ability to self-organise and meet deadlines while working under pressure with minimal supervision, and using own initiative.	✓	