



MARLBOROUGH COLLEGE

House Domestic Cleaner

JOB DESCRIPTION

The aim of this job description is to provide you with information to define the function of your position within the organisation and to inform the jobholder of their duties. This information is also used for recruitment, training or job evaluation and to help set objectives and performance reviewing.

This document is not an exhaustive or definitive list of duties to be carried out by the jobholder and is only a guideline. It may be updated as required and staff may be asked to undertake any reasonable task or duty necessary to assist with the operation of the department.

Job Title:	House Domestic Cleaner
Department:	General Services
Responsible to:	Dame
Hours of work:	40 weeks per year. 20 hours per week.
Rate of pay:	£10.97 per hour

During the academic year there are House Events such as Open (up to max of 5) and Prize Days (up to 2) which occur at times outside the normal working hours mainly on a Saturday. These events support the high reputation of the College and involve current and prospective parents. The support of the House Staff for these events is vital and as such there is a requirement to be flexible to work additional hours for these occasions. Where these are worked to support these events, they will be paid as overtime at the appropriate rate.

Location of Work

The main location of work will be within a Boarding House. The College may, due to operational requirements, expect you to undertake reasonable tasks and duties in line with your employment at any location on the College campus, if requested.

To Work With

You are required to work with and assist all other members of the General Services - House Team, as necessary during the duties and tasks undertaken for the operation of the house.

Duties and Responsibilities

To provide assistance with all aspects of the cleaning services in the House, as designated by the Dame. This will include, bedrooms, dorms, toilets, bathrooms, corridors, brew



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room, general facilities and some residential cleaning for the House Master/Mistress and Resident House Tutor(s). These tasks should be carried out in a professional and hygienic manner.

Assisting with weekly bed change and the service of the break for pupils.

The use of appropriate machines for the required task as supplied and demonstrated by the Dame.

Vacuuming floors and emptying full vacuum cleaners.

Cleaning floors, this can entail damp or wet mopping, machine spray burnishing or spray cleaning and the use of scrubber dryers, whilst using the correct detergents or chemicals as supplied.

Surface cleaning, this can entail desks, table tops, worktops and ledges etc.

Cleaning hard surfaces of debris and soiling, to ensure they are hygienically clean.

Emptying of dustbins in all house areas, bagged waste is to be deposited at the appropriate collection sites.

General dusting in designated area of work.

Replenishing of toilet rolls and soap dispensers in designated area of work.

Spring cleaning, additional cleaning duties and tasks as defined by the Dame.

Ensure the safe use of chemicals and cleaning products under COSHH regulations and attend COSHH Training when required.

Comply with the College's Health & Safety and Fire Policies.

Ensure that personal protective equipment is used.

Report all hazards and faults to the Dame.

Ensure that uniform and clothing, including footwear, and personal hygiene is of the highest standards at all times.

Participate in any arranged College training and appraisal to improve your standards of performance.



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Minimum Training

The following training courses are considered to be a minimum requirement for the post and will be planned as appropriate by the College to support the criteria for the role, task and duties to be undertaken:

- BICSc – CPSS – Cleaning Professional's Skills Suite
- Manual Handling
- Health & Safety Training
- COSHH Training
- Fire Safety Awareness
- Child Protection Training
- Drugs Awareness

General Responsibilities

Policies & Procedures

The postholder is required to familiarise themselves with all College policies and procedures and to comply with these at all times, including ensuring that their own job role procedures are regularly kept up to date.

Confidentiality & Data Protection

The postholder must maintain the confidentiality of information about students, staff and any other personal information and meet the requirements of the Data Protection Act and GDPR.

Health & Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and any subsequent relevant legislation and must follow these in full at all times including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment.

All staff are responsible for considering the Health and Safety of themselves and others as an integral part of their job and are expected to comply with the College Health and Safety policy.

While performing the duties of this job, the employee is regularly required to, walk, stand, bend forward, kneel down, reach, grasp, push, pull, lift and/or move heavy items.

Reasonable accommodations may be made to enable individuals to perform these essential functions.



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Safeguarding

All staff are responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they may come into contact with and will adhere to and ensure compliance with the College's Safeguarding Policy at all times.

The successful candidate will be required to undertake online safeguarding training at the College.

Marlborough College 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 applicant must be willing to undergo child protection screening appropriate to the post and cannot start in post until all pre-employment checks have been completed satisfactorily. The College is an educational charity and equal opportunities employer.

Performance & Development Review (PDR)

Performance & Development Reviews are designed to benefit you and are a two-way discussion with your manager. As an important part of our commitment to your continued Training and Development and the successful operation of the organisation, you will have the opportunity, at least once a year, to:

- Discuss and agree your objectives;
- Give and receive constructive feedback on your performance;
- Identify appropriate development opportunities so that you can continue to contribute ideas for the development of the College.

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties/specific tasks may be varied from time to time, without changing the general character of the job or the level of responsibility entailed. This will allow flexibility for the College to respond to changing priorities and also support and enhance individual professional development. It is the practice of the College to examine job descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Line Manager in consultation with the post holder.

Signed: **Date:**

Print Name:



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PERSON SPECIFICATION

GENERAL SERVICES – House

Person Specification		
Attributes	Essential	Desirable
Qualifications	<p>A good standard of education</p> <p>Relevant qualifications and/or experience in a similar role.</p>	<p>Cleaning Qualification, BICSc CPSS City & Guilds, NVQ.</p> <p>Manual Handling Training</p> <p>Health & Safety Training</p> <p>Fire Safety Training</p>
Experience and Skills	<p>Ability to work alone</p> <p>Team player</p> <p>Reliable and punctual</p> <p>Flexibility</p> <p>Good organiser</p>	<p>Experience in a similar role.</p> <p>Attention to detail and working to a high standard.</p> <p>Ability and experience in the use of cleaning machinery.</p> <p>Ability to understand and act on instructions.</p> <p>Ability to identify work priorities and manage own workload.</p>
Personal Qualities	<p>Positive attitude</p> <p>Hands on approach</p> <p>Capable of making decisions when working alone</p> <p>Friendly and approachable</p> <p>Observant</p> <p>Shows initiative and efficiency</p> <p>Able to meet the demands of the position</p>	