



## JOB DESCRIPTION

<i>Job Title:</i>	Cleaner – Domestic team (Estates)
<i>Responsible to:</i>	Facilities Manager/Cleaning Supervisor and Estates Director
<i>Works for:</i>	Whole School
<i>Direct involvement with:</i>	All staff – depending on area to be cleaned
<i>Hours:</i>	6.30am until 9.30am on Mondays to Fridays (15 hours)
<i>Job Purpose:</i>	To help ensure the School is presented to the best standards at all times.
<i>Main Duties:</i>	<p>The role will have responsibility for cleaning duties within the College campus (excluding the catering areas) and specifically:</p> <ul style="list-style-type: none"><li>• residential and boarding houses and the Health Centre;</li><li>• non-residential teaching areas, including Highfield Prep School and Pre-School;</li><li>• Sports Hall and Dance studio;</li><li>• to ensure that all areas are cleaned, equipped and prepared for all functions and holiday hire;</li><li>• to remove desks, furniture and gym equipment as requested;</li><li>• to work in an efficient and organised way, and to clean areas as per list;</li><li>• to deep clean areas during School closure periods, i.e. floors stripped and polished, windows cleaned, desktops/furniture/whiteboards/top shelves cleaned;</li><li>• to ensure all Health &amp; Safety/Hygiene regulations are complied with and that hygiene in food preparation areas (outside of the main School Catering department) is maintained to a standard commensurate with the Food Act 1997;</li><li>• to be aware of and implement HLC Health &amp; Safety Policy at all times, reporting accidents in accordance with that policy;</li><li>• to obtain and maintain cleaning equipment and supplies and replenish as required, with common sense cost control;</li><li>• to perform any other reasonable and appropriate duties as directed by the Facilities Manager/Supervisor.</li></ul>
<i>Person Specification</i>	<p><b>Desirable:</b></p> <p><i>Experience</i></p> <ul style="list-style-type: none"><li>• Experience of work-place cleaning</li><li>• Manual handling experience is preferred but not essential as training will be provided.</li></ul>

*Skills and Knowledge*

- Cleaning skills

*Qualifications*

- No specific qualifications required – training given.

*Personal attributes*

- Good attention to detail;
- To be conscientious and like to do a thorough job;
- Able to work in a team but also on their own if required;
- To be flexible and adaptable in working style.

*Harrogate Ladies' 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 School is an educational charity and equal opportunities employer.*