



Abberley Hall

SCHOOL

JOB DESCRIPTION

JOB TITLE: Temporary, Part Time Cleaner

RESPONSIBLE TO: Estates Manager through the Cleaning Team Leader

PURPOSE OF THE POST:

To provide a high standard of cleanliness of the site at all times. This will be achieved by undertaking and cleaning duties as directed by the Team Leader. Ensure all Health and Safety Regulations, COSHH requirements and agreed Codes of Practise for Abberley Hall School employees are adhered to.

KEY DUTIES:

- To clean a range of school areas as outlined in a daily, weekly and monthly schedule within a timescale and to the required standard. Areas include:
 - Pupil bedrooms;
 - Common rooms;
 - Bathrooms, showers and toilets;
 - Kitchens and pantries;
 - Communal areas and public spaces;
 - Staircases;
 - Teaching and study areas;
 - On-site school property
 - Sport and recreational areas;
 - Staff accommodation.
- To carry out cleaning duties:
 - On a variety of surfaces;
 - In a variety of buildings and at different floor levels;
 - At a range of height levels including floors, worktops, windows, shelves and on top of furniture;
 - Using a variety of cleaning equipment such as brushes, mops, vacuums and dusters;
 - Using a range of non-hazardous cleaning products in accordance with instructions and training.
- To use specialist cleaning equipment such as steamers and carpet cleaners in accordance with instructions and after completing additional training.
- To carry out deep cleaning of allocated areas as required, for example: at the end of term, before term starts and after building works or maintenance tasks.
- To ensure that stocks of cleaning products are maintained and replenished in all parts of the school.
- To strip and make beds.
- To empty bins and carry bin bags to designated collection points.

- To comply with statutory requirements and School policies by:
 - Carrying out duties in accordance with training and instruction received;
 - Using appropriate personal protective equipment and safety equipment;
 - Using the appropriate colour coded mops, buckets and cloths as instructed during training;
 - Using only cleaning products and equipment supplied by the school;
 - Informing the Team Leader or Estates Manager of any potential hazard or danger;
 - To take reasonable care at all times to guard personal safety and the safety of all persons who may be affected by the job holder's actions at work;
 - Reporting all accidents.
- To report all maintenance requirements to the Team Leader or Estates Manager.
- To report possible welfare issues to the relevant Boarding House Parents (for example, where you have been unable to gain access to a room, a pupil says they are not well or a pupil reports a problem to you).
- To attend and take part in all in-house training and Departmental / School staff meetings.
- To be willing to work in all areas of the school to cover for other staff on holiday or sick leave.
- To maintain a professional relationship with pupils at all times, observing good practice under the school's Child Protection Policy.
- To ensure all statutory checks are made and recorded i.e. flushing through of low use water outlets, De-scaling of shower heads & Kettles, weekly checking of all house vacuum cleaners etc. and to complete weekly checklists in support of this.
- Wash, dry and sort soiled laundry from various departments (e.g. boarding, catering, art, science, sport etc.).
- Setting up catering provision for functions such as match teas, coffee mornings and parent evenings and serving parents and visitors as required.
- Assisting at school events and let's including formal dinners and large whole school events (e.g. Speech Day, Governor events, school commercial letting setups etc.).
- To move furniture and other items of equipment as necessary to allow for the effective performance of cleaning duties.

SAFEGUARDING RESPONSIBILITIES:

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Be familiar with Abberley Hall's Safeguarding policy and comply with its requirements to safeguard and protect the welfare of children.
- Reporting any safeguarding concerns, including low level concerns, to the Designated Safeguarding Lead or their Deputy in a timely manner.

This post involves moderate contact with children and the post holder will not be responsible for children. The post holder will be considered to be in regulated activity.

It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

DATA PROTECTION AND CYBER-SECURITY ROLES & RESPONSIBILITIES

All staff are expected to undertake regular training in cyber-security and data protection and to be familiar with all relevant policies and procedures:

- Data Protection Policy – Practical Guidance for Staff
- Information Security Policy
- Staff ICT and Acceptable Use Policy
- Information and Records Retention Policy
- Privacy Notices – Pupils, Parents, Staff

Staff must not do anything that may compromise standards of cyber-security and data protection at the College. They must remain vigilant and are expected to act rapidly if they become aware of any issue, informing the Head of ICT Services, Data Compliance Officer or Line Manager as appropriate.

HOURS AND BENEFITS:

- Part time hours available to suit the School and candidate, 33 weeks of school term and 3 weeks in the school holidays. This is initially on a temporary basis to end July 2022.
- Contributory pension scheme with NOW Pensions
- Generous membership terms (family and personal) for Malvern College's Sports facility;
- Free on-site parking;
- Cycle to Work Scheme;
- A beautiful campus with buildings of special historical interest set in the rolling hills of Worcestershire;
- A strong, supportive staff community.

APPLICATIONS:

Details of working at Abberley Hall and our Application form can be found on our website: <https://www.abberleyhall.co.uk/current-vacancies>.

Completed application forms should be sent to the Headmaster c/o Human Resources, Malvern College, Malvern, Worcestershire WR143DF or via email to human.resources@abberleyhall.co.uk to arrive no later than noon on **Tuesday 15th February 2022**.

GENERAL REQUIREMENTS:

In accordance with the provisions of the Health and Safety at Work Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended) you must take reasonable care not to endanger yourself or other persons whilst at work. You must co-operate with the School to enable it to comply with its legal duties for Health and Safety.

Abberley Hall is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with School and local Safeguarding Board stipulations.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Abberley Hall School exists to provide a quality all round education for pupils aged 2 ½ – 13 and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.

You will be required to provide proof of your identity, right to work in the UK and qualifications during the selection process. We may seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.

February 2022