

LANCASTER ROYAL GRAMMAR SCHOOL

JOB DESCRIPTION

POST TITLE	BOARDING CLEANER
GRADE	2
RESPONSIBLE T	Cleaning Supervisor
HOURS OF WORK	22.5 hours per week Monday to Friday
JOB PURPOSE: Ensure that a high level of cleanliness is maintained throughout the boarding houses (bedrooms, bathrooms and communal areas) on a daily basis through the completion of cleaning tasks and routines including: <ul style="list-style-type: none">• Sweeping and mopping of all hard floors• Vacuuming and spot stain removal of all carpeted floors• Emptying litter bins and removal of waste to designated area, including the separation of waste, i.e. recycling• Polishing and dusting surfaces and fixtures and fittings• replenishment of paper towels, toilet rolls and other disposables Each cleaner will be responsible for cleaning an area as allocated by the Cleaning Supervisor and will be expected to clean to the frequency and standards set out. The post holder will be expected to: <ul style="list-style-type: none">• Use appropriate equipment and materials as directed by the Cleaning Supervisor• notify line management or other Senior member of staff, of any damage to buildings and equipment or anything that may be dangerous to pupils or staff• inform the Cleaning Supervisor of matters requiring attention e.g. light bulb replacement, blocked toilets, damage to fixtures & fittings• undertake training in the correct use of cleaning equipment and materials as appropriate• At all times to carry out the duties in accordance with school policies and Health and Safety procedures• use only approved cleaning materials and in accordance with manufacturers printed instructions and COSHH regulations• participate in the School's appraisal scheme	
Other duties: <ul style="list-style-type: none">• Undertake other tasks or duties which may be reasonably assigned by the Cleaning Supervisor, Housemaster or Site Manager and/or the Estates & Operations Manager	

LANCASTER ROYAL GRAMMAR SCHOOL

PERSON SPECIFICATION

Post title: CLEANER	Grade: 2		
Requirements (Based on the Job Description)	Essential (E)	Desirable (D)	Assessed via: application form (AF), Interview (I), test (T)
Physical			
Ability to carry out general cleaning duties	E		
Ability to move freely around the site	E		
Able to meet the physical requirements of the role	E		
Knowledge, Skills and Experience:			
Previous experience of cleaning		D	
Able to work unsupervised and on own initiative	E		I
Ability to work well as part of a team	E		I
Good Interpersonal skills	E		I
Ability to establish good working relationships with colleagues and pupils	E		I
Behaviours and Values:			
Ability to work quickly and calmly under pressure	E		I
Conscientious individual, committed and reliable	E		I
Self-motivated and enthusiastic	E		I
An understanding of the need for confidentiality within the school environment	E		I
Good sense of humour	E		I
Flexible and willing attitude to work	E		I

The school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.