**Job Description**

Abbot’s Hill School recognises the importance played by each member of staff in achieving its overall aims and objectives and recognises that a clear summary of duties, roles and responsibilities will assist job holders in making their best personal contribution. Job descriptions should be reviewed on a regular basis and amended as appropriate.

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| **Job Title:** | Evening cleaner |
| **Responsible to:** | Housekeeper Supervisor |
| **Date:** | February 2024 |
| **Purpose of Role:** | To provide a cleaning service to the school, during term time and on cleaning days before start of Summer and Autumn term. |
| **Key Relationships:**  **Internal:** | Housekeeper Supervisor  Houskeeping team  Domestic Bursar |
| **Main responsibilities/duties:** | **Responsibilities/duties (during term time):**   * Provide a daily cleaning service to a high standard, in an allocated area. Housekeeping staff may be asked to change areas from time to time * Following the weekly cleaning schedule, carry out specific tasks daily and weekly, including cleaning surfaces and vacuuming in classrooms and offices, cleaning toilets and changing rooms to a high standard, sweeping and mopping floors * Check and refill hand towels, air fresheners, toilet roll and hand soap, as necessary * Report back to the Housekeeper Supervisor any areas for improvement * Report any repairs or faults that need attention, e.g lightbulbs replacing, broken toilet seats, broken glass panes etc * Return used mops and cloths daily to the washing machine area * Respond to any other reasonable requests   **Responsibilities (before start of Summer and Autumn term):**   * Carry out a thorough deep clean in the area, preparing the school for the start of term, to include task such as washing down paintwork and furniture, pulling out furniture to clean behind. This may include using a buffing machine or a carpet cleaner.   **Health & Safety**   * Cleaning staff must wear a plain short or long-sleeved t-shirt without logos and suitable toe covered non-slip shoes. Safety shoes can be provided. * Ensure compliance with Health & Safety legislation, and School Health & Safety policy. * Ensure all accidents and near-misses are reported,and report any Health and Safety hazards to the Housekeeper.   **Staff relations**   * Treat your colleagues with respect and courtesy at all times. * Follow instructions from your line manager in a positive and professional manner. * Attend staff training as required, which may be during daytime hours. * Attend staff meetings as required. |
| **Additional requirements:** | * Perform any other reasonable duties as dictated by the needs of the school, in agreement with the Housekeeper or Domestic Bursar. Given the nature of the job flexibility is essential. Weekend fixtures and events take place at the school, and housekeeping staff are required to work on a weekend occasionally, during term time. Overtime will be paid at the appropriate hourly rate for any extra hours worked. |
| **Checking Process:** | The successful candidate will be expected to undergo  pre-employment checks including Disclosure and Barring checks, will be required to present a continuous work history record, and to provide references acceptable to Abbot’s Hill. |
| **Skills required** | * Ability to prioritise tasks and complete task within the allotted time * Shows good judgment in a range of situations * Develops good relationships with other people (colleagues, pupils, parents), listens carefully and responds to feedback sensitively * Is a good team member and be willing to assist others * Is adaptable, flexible and resourceful and able to respond to, and manage, change * Ideally will have previous experience in a commercial cleaning environment * Represents the school in a professional manner |

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| **Hours of work.** | 5pm-8pm, Monday to Friday, term time plus 8 extra cleaning days before start of Summer and Autumn terms. 41.2 week contract. |
| **Holidays** | You shall be entitled to the statutory minimum holiday entitlement under the Working Time Regulations 1998 which is to be taken during the school holidays. |
| **Safeguarding** | The safety and welfare of children is paramount; all applicants will be subject to background checks to ensure their suitability to work with children. These will include (but are not limited to) reference checks, police checks and DBS checks. Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken via the Disclosure and Barring Service. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily exclude you from consideration for this appointment |
| **Privacy Notice** | For information, the School’s Privacy Notice can be found at: <https://www.abbotshill.herts.sch.uk/wpcontent/uploads/2018/05/Privacy-Notice-including-Appendix.pdf> |

Please sign and return one copy to confirm that you have read and understand the above job description.

Signed:……………………………………. Date:………………….