



FOREMARKE HALL

REPTON PREPARATORY SCHOOL

JOB DESCRIPTION - Cleaners at Foremarke Hall

This is a predominantly term time only position, although there is a clean down and clean up requirement at the beginning and end of each term.

Responsible to: Mrs Tracy Tucker

Closing Date for Applications – 12 September 2018

If you are interested in the position please do call Ruth Powney on 01283 707104

This is a predominantly term time only position, although there is a clean down and clean up requirement at the beginning and end of each term.

1. You will be employed as a Domestic Cleaner.
2. You will be directly responsible to your supervisor.
3. Your duties will include, but not be limited to the following:
 - 3.1 Emptying waste bins or similar receptacles, transporting waste material to designated collection points.
 - 3.2 Sweeping floors with brushes and mopping floors with wet or damp mops.
 - 3.3 Suction cleaning carpeted areas and "spot" cleaning carpets.
 - 3.4 Using electrically powered scrubbing/polishing machines to burnish, scrub, polish and spray clean floors (after receiving proper instruction and training).
 - 3.5 Dusting, damp wiping, washing or polishing furniture, desks, ledges, window sills, and external surfaces of cupboards, radiators, shelves and fitments.
 - 3.6 Replenishing consumable items (soap, toilet rolls, paper towels)
 - 3.7 Cleaning toilets, urinals, hand basins, sinks, baths and showers, drinking fountains.
 - 3.8 Using such chemical cleaners as directed by the supervisor in the discharge of cleaning operations or maintenance procedures (after receiving proper instruction and training).
 - 3.9 Washing walls or cleaning inside window panes to a height no greater than body height plus an arm's extension from floor level.
 - 3.10 All such other duties as the School may reasonably from time to time communicate either orally or in writing to you.

- 3.11 Cleaning of the boarding houses and other areas within School. You will also be required to provide cover in the Dining Room area over the School lunch hours.
- 4. **Your normal hours** will include Monday to Friday 9.00am – 2.15pm and Saturday 6.45am – 5.00pm.
- 4.1 Variable hours, as agreed with your Supervisor, during the clean-down and clean-up periods at the end of one term and the start of another.
- 5. The **current hourly rate of pay is £9.20**. You will also receive statutory holiday pay.

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