



REPTON

REPTON SCHOOL

JOB DESCRIPTION – PRIVATE HOUSE CLEANER

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, therefore the following shall be deemed to be included, in addition to the duties that you may be required to perform:

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

1. You will be employed as a Domestic Cleaner
2. You will be directly responsible to the Hall Housekeeper
3. Your duties will include, but not be limited to, cleaning to a consistently high standard, the following: -
 - Emptying waste bins or similar receptacles; transporting waste material to designated collection points
 - Sweeping floors with brushes and mopping floors with wet or dry mops
 - Suction cleaning carpeted areas and 'spot' cleaning carpets
 - Using electrically powered scrubbing/polishing machines to burnish, scrub, polish and spray clean floors (after receiving proper instruction and training)
 - Dusting, damp-wiping, washing or polishing furniture, ledges, windowsills, and external surfaces of cupboards, radiators, shelves and fittings
 - Dusting light shades and fittings
 - Cleaning scuff marks, foot and fingerprints from doors and banisters
 - Replenishing consumable items (soap, toilet rolls, paper towels etc.)
 - Cleaning toilets, hand basins, sinks, baths and showers.
 - Using such chemical cleaners as directed by the Hall Housekeeper in the discharge of cleaning operations or maintenance procedures (after receiving proper instruction and training, and in accordance with current COSHH directions)
 - Washing walls or cleaning inside windowpanes, using approved stepladders where necessary
 - Washing-up duties, as required (subject to suitable training being given)
 - Changing of bed linen as required
 - Washing and ironing of clothing and linen as required
 - All other such duties as the School may reasonably, from time to time, communicate either orally or in writing to you
 - Inform the Hall Housekeeper of any damage or faults you may notice within the House

- Some waiting on and serving of food & drink at functions is required from time to time, to be agreed.

4. Your normal hours will include: -

4.1 A regular number of hours per week, at times agreed with the Hall Housekeeper, during term-time

4.2 Variable hours, as agreed with your Housekeeper, (which total 72), during the clean-down and clean-up periods at the end of one term and the start of another.