



**MOUNT
KELLY**
Boarding and Day School
Boys and Girls, Aged 3-18

Cleaner

To work as part of a team cleaning areas of the school site as allocated by the Housekeeping Manager ensuring areas of work are cleaned to the required standards.

Duties and Responsibilities

- Responsible for cleaning areas of the school as allocated by the Housekeeping Manager
- Work safely wearing correct protective clothing and using materials and equipment as instructed following correct techniques
- Vacuum carpeted areas and brush, wet or dry mop hard floors
- Damp dust and polish furniture, fixtures and fittings, suction clean upholstery
- Clean toilet and washroom areas
- Clean internal glass, wall tiling, mirrors, pictures
- Empty and clean bins, dispose of waste following recycling procedures
- Clean spillages
- Clean and check equipment after use, empty vacuum cleaners and ensure mops, cloths etc. are washed and dried and replaced as necessary
- Undertake deep cleans as instructed
- Follow all health and safety legislation as informed and required for the job role
- Report defects with equipment and maintenance requirements to the Housekeeping Manager
- Complete weekly requisition for housekeeping supplies and maintain cleaning store cupboard
- Attend housekeeping meetings and appropriate training as required for the role
- Undertake such other tasks as requested by Housekeeping Manager

Personal Specification

Skills and Knowledge	<ul style="list-style-type: none">• Excellent communication skills• Proven ability to work independently and on own initiative• Good customer service skills to interact with pupils, staff or visitors to the school.• Able to manage time and prioritise tasks
Qualifications/ Experience	<ul style="list-style-type: none">• Understanding of Health and Safety• Experience of cleaning in a work environment

Other Requirements	<ul style="list-style-type: none"> Satisfactorily meeting the schools employment checks – Disclosure and Barring Service (DBS) check, references, qualifications and legal entitlement to work in the UK
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The Job Description provides a guide to and general description of the duties and responsibilities of the role and may be amended. It is not exhaustive and the post holder should be willing to undertake any other related tasks, as may be reasonably required.

The post-holder should be aligned with the School's values:

COMPASSION

Empathy Tolerance Kindness

We treat others with compassion; demonstrating empathy, tolerance and kindness in all that we do

COURAGE

Determination Resilience Grit

We act with courage; demonstrating determination, resilience and grit in the face of both opportunity and challenge and always striving to learn through life's journey

HUMILITY

Modesty Gratitude Selflessness

We behave with humility; we are modest in our success, grateful for our blessings and selfless in the way that we share them

RESPECT

Courtesy Service Consideration

We value and respect every person equally; always seeking to serve those around us and treating all with courtesy and consideration

COMMITMENT

Dedication Loyalty Endurance

We demonstrate commitment to our School and to those around us, making the most of opportunities available; we are dedicated, loyal and always endure through to the end

INTEGRITY

Honesty Decency Morality

We value integrity above all; we are honest with ourselves and others, conducting our lives with decency whilst striving for the highest moral standards

Mount Kelly is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post-holder will be engaged in regulated activity with children and has a duty to protect the welfare of children. Child protection training is a statutory requirement in order to provide proper care to vulnerable pupils and be able to implement safe working practices.