



# King's College

TAUNTON

## Job Description

<b>Job Title:</b>	House Cleaner (part time)
<b>Hours:</b>	Term-time (including half terms), plus one week either side of the King's College school holidays and two weeks during the Summer Cricket Festival  Monday to Friday 8.00am to 12.00pm plus 1 in 3 Saturday mornings 8.00am to 10.00am
<b>Location:</b>	King's College and all associated properties of King's Schools Taunton Ltd
<b>Reporting to:</b>	House Matron and Domestic Services Manager

### Purpose of the role:

To deliver a complete and quality professional cleaning service that provides the high standard of cleanliness expected at the school.

### Major responsibility:

- Sweep, wipe, dust and polish (by hand or machine) any area designated by the school
- Cleaning of dormitories, studies, common rooms, corridors, stairs, toilet areas, bathrooms, changing rooms, offices, dining areas, or any other area that the school requires to be cleaned
- Emptying of bins
- Occasional deep cleansing of areas after term ends
- To work in any of the boarding houses where required
- Required to work two weeks of the Summer Cricket Festival

### Health & Safety and legislative responsibilities:

The Postholder must:-

- maintain a high standard of personal hygiene and appearance; uniform where provided is to be worn in full;
- carry out all duties to hygiene recognised standards;
- actively check equipment and report all hazards and faults or that which has the potential to cause a hazard or become faulty;
- follow all the school policies and procedures as determined by the board of governors and senior management team and current staff handbook;
- undertake any relevant training required by the school;
- take reasonable care for the health and safety of yourself and colleagues and to co-operate with the school in ensuring that Health and Safety responsibilities are carried out;
- comply with the requirements of the Health and Safety at Work Act Regulations 1974.

**Training responsibilities:**

- Attend training courses and coaching in or out of house as appropriate for your position and your personal development.
- Attend staff meetings as is required to facilitate effective communication.

Undertake any reasonable task as requested by the House Matron, Domestic Services Manager or a senior member of the school staff.

**I have received, understand, and will comply with this Job Description.**

Signed – (Employee): ..... Date: .....

Signed – (Manager): ..... Date: .....