

## JOB DESCRIPTION

<b>Job Title:</b>	Domestic Cleaner
<b>Status:</b>	Non Residential
<b>Reporting to:</b>	Domestic Manager
<b>Responsible for:</b>	Early Morning clean as directed by the Domestic Manager Boarding House duties as directed by Boarding House Supervisor
<b>Type of contract:</b>	Permanent, 52 weeks a year
<b>Pay Scale/Grade:</b>	Bedales Support Staff Scale Point 6

### Outline of Main Duties

Responsible to the Domestic Manager, for all morning cleaning duties.

These duties will include all aspects of cleaning which includes but is not limited to:

- Classrooms
- Offices
- Dormitories
- Toilets
- Windows
- Staff accommodation etc
- Preparation the school for the working day.
- Hallways and foyers
- Stair cases
- Corridors

Other cleaning duties related to the good maintenance of residences i.e. window cleaning, washing down walls, woodwork etc. Use of domestic cleaning equipment i.e. vacuum cleaners, floor polishers, mops, brooms etc.

On completion of the Early Morning Clean, you will be required to a work at either a boarding house or main school or staff accommodation and will be responsible to the Domestic Supervisor for all aspects of your work which will include, domestic cleaning in general and including student/children's dormitories, toilets, shower facilities, moving of furniture, preparing the boarding house for holiday courses.

- You will be required to work in any part of the School or its properties as directed.
- Domestic Staff will have a cheery disposition and be sensitive, as they will be working in areas with staff, children, parents and visitors.
- Attend any Health and Safety training or any other training as necessary.
- Any other duty as reasonably directed by the Domestic Manager or such other person that may be delegated to act with his authority.
- To promote equality and diversity in working practices and to maintain positive working relationship.