



Job Description

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| POSITION | Senior Evening Cleaner |
| REPORTS TO | Estates Coordinator |
| CONTRACT TYPE | 5:45pm – 8:45pm, Monday to Friday, Term Time + 10 days |

Purpose of the job:

To ensure the housekeeping team provide a clean and healthy environment for the school's children to learn in.

Key Responsibilities

Senior Evening Cleaner

To have an overview of the housekeeping team during the shift and try to resolve any day-to-day issues or problems that may arise during the shift.

To liaise with the Estates Coordinator on a regular basis to provide feedback on how the team are getting on and raise any concerns.

To assist with the allocation of resources when a team member is absent, or, when areas are being used by the school for functions, to ensure the school is clean and ready for the following day.

To support new team members with settling in, helping them to understand the day-to-day operations, and expectations of the role.

Feedback to the Estates Co-ordinator on how new starters are settling in and identify any assistance they may require / share any concerns.

To note on the white board a list of any stock required.

Cleaner

- To clean daily all wet rooms within the school i.e., showers, toilets, kitchens, to the standard required.
- To check daily and replenish, if necessary, all toilet roll, soap, and paper towel dispensers.
- Check and arrange replenish of cleaning material within the store cupboards, submitting a weekly update to the Estates Coordinator.
- Working across several different buildings throughout the school.
- To clean as required public areas to the standard required.
- To sweep/mop/vacuum floors and mats daily as required.
- To remove all rubbish daily with particular attention to recycling where possible.
- To wipe down furniture, doors, walls, windowsills, pipe work and skirting as needed.
- Clean insides of windows and window frames as required.
- During school holiday periods a complete deep cleaning of all areas is expected including wash down of walls, paintwork, scrubbing of floors and cleaning windows where necessary.
- To conform to health and safety legislation and COSHH regulations (Control of Substances Hazardous to Health)
- During school holidays all mattress, pillow protectors and shower curtains should be removed and washed.
- To follow the school's child protection guidelines.
- Weekly meeting with the Estates Coordinator to identify any issues.

- Your normal hours will include a regular number of hours per week, at times agreed with the Housekeeper during term-time. Hours may be varied from time to time in the interests of the school and with your agreement. Some additional hours will be required throughout the year for parents' evenings and other school functions.
- Variable hours, as agreed with the Housekeeping Supervisor, during the clean-down and clean-up periods at the end of one term and the start of another.
- Replenish / check all toilet roll, hand towel and soap dispensers daily.

Person Profile:

Senior Evening Cleaner

In the role you must be able to demonstrate:

- A performance driven approach: Ability to work in a high-pressure fast-paced environment.
- Taking the initiative: Confident and able to motivate, influence and persuade others.
- Excellent communication and interpersonal skills needed.
- Must be thorough and pay good attention to detail.

Evening Cleaner

- A Passion for service: warm, friendly, and genuine with excellent all-round communication skills. Establishes strong relationships with other colleagues and always maintains a professional image. Able to advise others in a specialist's area of expertise.
- Respecting Commitments: Adaptable, whilst able to confirm strictly to Beachborough procedures. Methodical, thorough with persistence to see a job through to conclusion.
- Must have a flexible approach to working overtime.

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

SAFEGUARDING

At Beachborough, safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred, this means that they should consider, at all times, what is in the **best interests** of the child.

The post holders **must** adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the DSL.

Beachborough is committed to safeguarding, child protection and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo all necessary pre-employment checks. Full details are given on the application form and the successful applicant will be subject to an enhanced DBS check.

Equal opportunities

Beachborough School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability, or age. Candidates will be assessed against relevant criteria only (i.e., skills, qualifications, abilities, experience) in selection and recruitment.

In accordance with the Disability Discrimination Act, Beachborough School seeks to treat those with disabilities as favourably as those without disabilities. It will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

Reviewed: February 2025