

PANGBOURNE

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HOUSEKEEPER/CLEANER – JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title:	Housekeeper/Cleaner
Reports to:	Domestic Bursar
Department:	Domestic
Hours per week:	20 - 25 hours per week (Evenings) - Term Time
Contract Type:	Fixed Term Contract
Probationary Period:	6 months (but may be extended dependant on performance)

Key working relationships:
Domestic Bursar
Domestic Team
Caretaker and Assistant Caretaker

Job Summary

To provide housekeeping and cleaning duties in the House. Supporting the Head of House and Deputy Head of House to ensure a safe and clean environment.

Key responsibilities:

Cleaning

- To ensure that on a daily basis all public areas are cleaned to the agreed standards
- All toilets, showers, bathrooms and kitchen areas are cleaned to the agreed standards.
- To ensure that all damage to any of the areas is reported to the Domestic Bursar immediately
- Clearing all rubbish from the building on a daily basis
- Making sure the front of the Boarding House looks clean and tidy at all times,
- To ensure all pupil areas are thoroughly cleaned on a weekly basis and as and when required at other times

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Responsible Adult

- In the event of a fire, to ensure the building is evacuated and the alarms are set off.
- To take responsibility for the security of the House. Making sure doors and windows are secure as necessary and confronting any strangers.
- Making sure children behave and reporting to the Head of House or Deputy Head of House any issues with students.
- To ensure the Boarding House always has a 'responsible Adult' present during your duty times

General

- A strong working relationship and a flexible attitude must be maintained with all staff including Domestic Bursar, Caretakers and House Staff
- To ensure the general upkeep of the Cleaning equipment
- To ensure all chemicals, cleaning equipment and electrical equipment is stored and secured when not in use
- To take initiatives for the improvement of the smooth running of your post

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract.

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy

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Notice, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.

It is the firm policy of the College to promote a happy, professional, yet "family" atmosphere and to develop the potential of all pupils and staff. If ever there is a need to talk over aspects of school, or indeed home-related issues, please speak to your head of department or a colleague.