



School Cleaner
Monday – Friday
5pm – 9pm
44.5 weeks per annum

Feltonfleet School

Feltonfleet is a thriving, co-educational day and weekly/flexi-boarding prep school located near the A3 in Cobham, Surrey. There are 484 pupils on roll, of which 146 are in the Pre-Prep, Calvi House. The School is set in 25 acres of woodland and grounds, and presents a marvellous working environment. It has charitable status and there is a board of Governors.

The Headmistress is Mrs Shelley Lance, who commenced leadership of the school in January 2018. There are 45 full-time teaching staff and a large support team. Approximately 45 boys and girls are weekly or flexible boarders. We follow a Monday to Friday routine, with sports fixtures for many pupils on Saturday mornings.

Job Description:

Reporting to the Facilities Manager, with the Cleaning Supervisor as line-manager, the Cleaner Operative will be responsible for:

~ Carrying out cleaning duties for allocated areas of work or any area requested by the line manager including but not limited to, classrooms, offices, corridors, stairs, entrances, lifts, staff rooms, dining areas, reception, art rooms, laboratories, washrooms, sports hall, changing rooms, swimming pool, dance studio, theatre, prestige areas and boarding house.

~ To follow the cleaning schedules, use of equipment and cleaning materials to maintain the standards of the British Institute of Cleaning Science.

~ Perform specific cleaning tasks using industrial and standard cleaning equipment & machinery such as:

- Vacuum cleaning hard and soft floors
- Spot cleaning of spillages and other visible dirt
- Wiping furniture, ledges, pipes, paintwork, fixtures, doors, skirting and polishing door glass
- Wipe down grubby hand marks off walls and other surfaces
- Emptying and cleaning bins
- Cleaning washrooms including toilets, sinks, taps, mirrors, soap dispensers, sanitary fittings, tiles and surrounds
- Mopping and spray cleaning hard floor surfaces
- Wiping and polishing and straightening furniture
- Replenishing janitorial supplies in toilets etc.
- Litter picking as appropriate
- Checking and closing windows, switching off lights after work
- Such other duties as may be allocated from time to time

~ Work safely, adhering to school and Health and Safety policies and procedures. Report any general or specific health and safety concerns, defects or accidents to the line manager promptly.

~ Handle chemicals and cleaning equipment carefully. Use all cleaning materials and equipment according to the task they are intended for and in accordance with the school Health and Safety

policies and COSHH data sheets. Maintain the safe storage of cleaning materials and equipment. Report any defects.

~ Maintain sufficient supplies of cleaning materials and consumables and store them safely and securely.

~ Complete designated 'deep cleaning' projects during school summer holiday.

~ Assist in maintaining the Feltonfleet School buildings in a good state of repair by reporting maintenance issues.

~ Help to maintain the security of school buildings, including the security of keys, key cards, fobs and codes, to ensure the safekeeping of items belonging to school staff, pupils and visitors.

~ Participating in training relevant to the role and attending team meetings as requested by the line manager.

~ Ensure that the line manager is informed of any operational issues and concerns.

~ Work with other team members to cover the absence of colleagues.

~ Implement the provisions of the school's Safeguarding Policy which can be found on the school website.

~ Other duties may be requested, which are consistent with the nature of the role.

Person Specification:

- Reliable, punctual and hardworking
- Good team player
- Willing to assist in the performance of other tasks when required
- Pro-active, friendly and professional approach to work
- Keenness to use initiative and be given responsibility
- Sense of humour

Remuneration:

The salary for this position is £9,167.00 per annum. This will be paid over 12 months.

You will be working 44.5 weeks per annum and will be entitled to 4.5 weeks holiday.