



# Blundell's

FOUNDED 1604

## WORKING AT BLUNDELL'S JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** House Cleaner  
**Department:** Estates  
**Report to:** House Matron  
**Date:** January 2022

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### ROLE

To clean various areas of the School Boarding House, as allocated by the House Matron.

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### SUMMARY OF DUTIES

- Sweeping and mopping all hard floors
  - Cleaning all bathrooms and kitchen areas
  - Dusting and/or cleaning all surfaces
  - Vacuuming all carpeted areas
  - Cleaning carpets with machines when required
  - Cleaning all appropriate areas with suitable disinfectants/protective substances etc.
  - Disposing of all rubbish
  - Report any defects or faults to the House Matron, particularly those items that may endanger children, staff and visitors
  - Comply with all Health & Safety procedures
  - Undergo any training as required
  - Carry out additional work, such as 'Spring Cleaning' or other deep cleaning during school holidays.
  - Any other duties as reasonably directed by House Matron.
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### PERSON SPECIFICATION

#### Essential Qualifications and Experience

- Whilst no formal qualifications are required, a keen eye for detail and a strong commitment to maintaining our high standard of hygiene and cleanliness is expected.
- Good time keeping and reliability.
- The ability to work alone as well as part of a team.
- Good sense of humour

Desirable

- Previous school cleaning experience is desirable but not essential as full training will be given

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This is not an exclusive list of duties but gives an indication of the level of ability required. All staff will be expected to undertake relevant training and may be required to update their skills.

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Please sign to acknowledge receipt of job description.

Signature: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_