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**DOMESTIC**

**Job Description**

**Responsible to:**

Bursar via the Cleaning Manager

**Role Objective:**

Working as part of a team to ensure a high standard of cleanliness throughout Rishworth School including boarding areas.

**General working hours**:

4 hours per evening, ideal working hours are 3.45pm – 7.45pm however some flexibility would be possible.

Term time only covering 36 weeks per year

0.35FTE

**Remuneration:**

£7,413.12 per annum. Inclusive of 5.6 weeks holiday pay.

Plus generous benefits package.

**Responsible for:**

* Sweeping and mopping or vacuuming all floors (Daily).
* Empty all waste bins and take to designated area (Daily).
* Polishing or wiping down all surfaces (Daily).
* All ledges, radiators, pipes, fire appliances, hand rails, locker tops, doors, desks and cabinets to be dusted (Weekly or more frequently if deemed necessary).
* Washing down walls (Weekly or if immediately required).
* Washing down all bathroom and toilet areas (Daily).
* Cleaning windows in doors (Daily).
* Securing assigned areas on arrival and departure.
* Discussing cleaning issues as necessary with the cleaning supervisor/manager.
* During normal working hours providing cover for staff absence.
* Acting in compliance with Health and Safety legislation and in accordance with School policies and procedures.

**Person Specific & Qualities:**

No experience necessary as training will be provided.

Employee Name (PRINT): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Name (BURSAR): Mrs. C Walsh

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

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_