



KING WILLIAM'S COLLEGE

Evening Cleaners

Title:	Evening Cleaner
Reports to:	Cleaning Manager
Department Team:	Domestic
Job location:	King William's College
Pension:	Contributory Scheme Available



King William's College and The Buchan School are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement 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 Designated Safeguarding Lead or Principal.

The School

King William's College was opened in 1833 through public subscription and the support of Bishop Barrow's Charity, which itself had been founded in 1668. The School enjoys a magnificent setting facing Castletown Bay in the south of the Isle of Man. For most of its history, the school operated primarily as a boys' boarding school supplemented by day boys. Girls were first admitted to the Sixth Form in the late seventies and the school became fully co-educational in 1987. In 1991, College merged with the Buchan School, (situated in Castletown and founded in 1875), to provide education for young ladies, also under the auspices of Bishop Barrow's Charity.

The two sites now constitute one school administered by a single Board of Governors and with the same overall vision and ethos. The sites are less than 2 miles apart and the Buchan provides Nursery (currently operated by an external provider) and Junior School curricula for children from 3 years to 11 years of age. The Senior School provides a non-selective education up to GCSE/IGCSE and all Sixth Form students take the International Baccalaureate Diploma. There are currently 180 children at the Buchan School (excluding the Nursery) and 370 at the senior school of whom 110 are in the Sixth Form. There are 2 boarding houses at College with a total of around 100 boarders, many of whom are from overseas. Although there is now a large number of day pupils, the School retains much of the structure and ethos of a boarding school. College is a Church of England Foundation although the pupil body includes those of many faiths.

The Senior School is now run on year-group lines for academic purposes while the House system has been retained for social interaction including House Music, Drama and other cultural activities. The College is widely recognised as a leading IB Diploma school and was the first UK school to abandon the A Level system and adopt the IB in the same year. The College has been named 'Sunday Times International Baccalaureate School of the Year', a testimony to its commitment to the highest educational standards.

The College site is dominated by the main school building with its quadrangle and clock tower. There is a range of specialist buildings of varying ages. The Buchan site is constructed around an early Victorian country house, in a pleasant parkland setting on the edge of Castletown.

The Domestic Cleaning Department

The Domestic Cleaning Department is responsible for the day to day cleaning of King William's College, The Buchan School and Buchan Nursery. Cleanliness of The Buchan School and King William's College. The department work and delivers to the highest levels of cleanliness and housekeeping across all sites and aims to exceed customer expectations.

Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

Competitive rates of pay;

Lunch each day when the kitchen is operational depending on work pattern;

Access to the Contributory Pension Scheme;

Professional development and ongoing CPD through internal and external training;

Generous School Fee Discounts for permanent members of staff.

Private Healthcare Cash Plan for permanent staff.

Five weeks annual holidays.

The Role

The post holder will report directly into the Cleaning Manager and will be responsible for the day to day cleaning operation within their designated area with the School. To provide and maintain the highest levels of cleanliness and exceed customer expectations within your allocated work areas.

Key Duties and Responsibilities

- Complete domestic duties using the cleaning materials and equipment provided, all necessary training will be given and needs to be adhered to.
- Sensible clothing and footwear must be worn at all times.
- This role will require moving and lifting of furniture and large objects, so you must be physically able to do so.
- Heavy cleaning machinery will be used for floors etc, so will require physical capability
- Maintain domestic equipment and ensure they remain clean and in good working order, any faulty equipment must be reported to the Cleaning Supervisor or the Domestic Bursar.
- To maintain a flexible daily cleaning schedule of allocated cleaning areas within the school.
- General cleaning duties include the following, this list is not exhaustive and will include additional adhoc duties and a cleaning log will be provided:
 - Cleaning of all bathroom facilities including, door handles, cistern handles, soap dispensers, mirrors, hand dryers, etc
 - General areas to include all work and non work surfaces, cleaning floors, emptying bins, doors, glass, handles, handrails, etc
- When emptying bins replace with new bags and clean if and when required
- Empty Hoover bags as and when required to do so
- Mop floors
- During the school holidays in addition to the regular day to day cleaning a 'deep' clean is required which including duties such as:
 - Pipe work, cubicles, door frames, windows, chairs, radiators, tops of door frames etc
- Ensure on a daily basis that all allocated areas of the school are cleaned to a satisfactory standard and daily cleaning logs are adhered to for each work section.
- Undertake any additional cleaning duties as directed, by the Cleaning Supervisor and/or Domestic Bursar.
- Ensure at all times that you follow all Health & Safety procedures in accordance with the school policies.
- Cleaning products are kept within the legal Health and Safety requirements but may cause allergies
- Attend training days as required.
- Have read and understood the school's safeguarding policy and procedures.

Skills & Experience Required

- General knowledge of cleaning procedures
- Good understanding of the Health and Safety requirements
- Knowledge and experience of cleaning would be an advantage
- Pleasant attitude towards colleagues and students
- Follow the standard recommendations and procedures
- Observant
- Efficient and reliable

- Flexible
- Take the initiative

Probationary Period

This post carries a probationary period of six months

Remuneration

King William's College has its own generous pay scale and the financial package offered will be commensurate with the responsibilities of the post and the experience of the person appointed. The appointment is pensionable and the College participates in a contributory pension scheme.

Applications

A completed application form together with a covering letter should be submitted by post to: Head of HR, HR Department, King William's College, Castletown, Isle of Man, IM9 1TP or by email to: hr@kwc.im

