



KING WILLIAM'S COLLEGE

Cleaning Assistant - Job Specification

Title:	Cleaning Assistant
Reporting to:	Cleaning Manager
Direct Reports:	Nil
Job location:	King William's College & The Buchan School



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 successful candidate will also require satisfactory references and confirmation of education.

A medical examination may be required. If necessary this will be undertaken at the expense of King William's College. 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 Head.

The School

King William's College was opened in 1833 and enjoys a magnificent setting facing Castletown Bay in the south of the Isle of Man. The School became fully co-educational in 1987 and in 1991 merged with The Buchan School. 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 two miles apart, the Buchan provides Nursery and Junior School curricula for pupils aged two to 11 years. King William's College, the Senior School, provides a non-selective education up to

(I)GCSE and in the Sixth Form all students take the International Baccalaureate (IB) Diploma. We introduced the IB in 2002 and are therefore one of the most experienced IB schools in the UK. There are around 150 children at the Buchan and 370 at King William's College. 25% of pupils board with approximately half coming from overseas. The School is a Church of England Foundation although the pupil body includes those of many faiths.

The College site (37 acres) is dominated by the main school building with its quadrangle and Clock tower. The Buchan site (13 acres) is constructed around an early Victorian country house, in a pleasant parkland setting on the edge of Castletown.



The Cleaning Assistant Role

To provide a high standard of cleanliness and hygiene across the School/College

Responsibilities and Duties:

- Complete domestic duties using the cleaning materials and equipment provided, all necessary training will be given and needs to be adhered too.
- Uniform and sensible footwear must be worn at all times.
- Personal hygiene is of the highest standard 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 Cleaning Manager..
- 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 duties.
 - ◇ 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.
- Undertake any additional cleaning duties as directed, by the Cleaning Manager and/or Cleaning Supervisor.
- Ensure at all times that you follow all Health & Safety and Fire procedures in accordance with the school policies.
- To assist the Cleaning Manager to identify, report and investigate any damage or maintenance issues which come to light in the course of their duties.
- Ensure the safe use of chemicals and cleaning products under COSHH regulations and attend COSHH Training as required.

Skills and Experience:

- 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

Applications

A completed application form together with a covering letter should be submitted by post to:

HR Department, King William's College, Castletown, Isle of Man IM9 1TP

or by email to: hr@kwc.im