



KING WILLIAM'S COLLEGE

Cleaning Assistant

Title:	Cleaning Assistant
Reports to:	Cleaning Manager
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 through public subscription and the support of Bishop Barrow's Charity, which itself had been founded in 1668. 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, King William's 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 two miles apart and The Buchan School provides Nursery and Prep curricula for children from 2 years to 11 years of age. King William's College provides a non-selective education up to IGCSE and all Sixth Form students take the International Baccalaureate Diploma. There are currently around 70 children at The Buchan Nursery, 162 at The Buchan School and 383 at King William's College. There are two boarding houses at College with around 86 boarders of which about 50 are International. The School is a Church of England Foundation although the pupil body includes those of many faiths.

The School is run on year-group lines for academic purposes while the House system has been retained for social interaction including Drama, Music and Sport. In 2002 King William's College began teaching the International Baccalaureate Diploma. Since then close to 1000 students have studied the Diploma with us and we have become one of the largest and most successful IB schools in Britain. We believe that it is an excellent preparation for both university and life beyond and it is the only qualification we offer in the Sixth Form.

The King William's College enjoys a magnificent setting facing Castletown Bay in the south of the Island. The site is dominated by the main school building with its quadrangle and clock tower. The Buchan site is constructed around an early Victorian country house, in a pleasant parkland setting on the edge of Castletown.

Job Purpose

- To provide a high quality cleaning and hygiene service across the School/College

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 Manager.
- To maintain a flexible daily cleaning schedule of allocated cleaning areas within the school.
- General cleaning duties include the following (dependent on location of position) this list is not exhaustive and will include additional duties.
 - Daily cleaning of all bathroom facilities including, toilets, showers, baths, doors and 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.
 - Daily cleaning of bedrooms, hoovering and cleaning furniture.
 - Stripping and making of beds as required
 - Daily cleaning of kitchens
 - Communal areas, stairs and corridors.
- 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
 - Cleaning of ovens, fridges and cupboards.
- 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.
- Ensure at all times that you follow all Health & Safety 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.
- To ensure that Cleaning Staff adhere to School policies and legislation regarding cleaning, hygiene and health and safety. This will include monitoring and auditing staff performance and discussing any resulting issues with the Cleaning Manager.
- Ensure the safe use of chemicals and cleaning products under COSHH regulations and attend COSHH Training as required.
- Undertake any additional cleaning duties as directed, by the Cleaning Manager.

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

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

