

# JOB DESCRIPTION

Cleaner



HARROW  
SCHOOL

DEPARTMENT	Facilities
REPORTS TO	Head of Facilities
RESPONSIBLE FOR	N/A
WORKING PATTERN	As per work pattern stipulated in advert
ISSUE/REVISION DATE	February 2024

## BACKGROUND

Harrow School is one of the world's most famous schools. Founded in 1572 by a local yeoman farmer, John Lyon, under a Royal Charter granted by Queen Elizabeth I, it is located on a 324-acre estate encompassing much of Harrow on the Hill in north-west London. Around 830 boys aged 13 to 18, who come from all over Britain and across the world, live in the School's 12 boarding houses, and there are about 120 academic staff and over 500 support staff.

All members of staff work to a single, unifying purpose: to prepare boys with diverse backgrounds and abilities for a life of learning, leadership, service and personal fulfilment.

## THE ROLE

To undertake general cleaning duties wherever needed throughout the School either in School Buildings or Boarding Houses. A Cleaner can expect their duties to include cleaning bathrooms, toilets, communal areas, and office spaces. In addition, a Boarding House Cleaner is expected to assist with the upkeep of boarding houses, to create a safe and clean environment for the boys.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection and Safeguarding policies and procedures 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 s/he must report any concerns to his/her line manager or the School's Designated Safeguarding Lead.

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application. Copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the HR team.

## KEY RESPONSIBILITIES AND DUTIES

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This job description reflects the core activities of the role and is subject to change as the department and the post-holder develop. The School expects that the post-holder will recognise this and will adopt a flexible approach to work. In addition, the post-holder will be expected to undertake such other duties within the scope of the role as may be required by the line manager.

### Job purpose

To assist with the day-to-day cleaning and upkeep of School buildings and/or Boarding Houses, to create a safe and clean environment for the boys and staff.

### Duties and responsibilities

- Cleaners are required to undertake the following duties, using the prescribed chemicals, methods and frequencies as listed in the buildings cleaning specification.
- To abide by School policies as stated in staff handbook.

### Core duties

- To clean bedrooms, bathrooms, communal areas as follows:
  - Tidy rooms
  - Empty waste bins
  - Damp-wipe furniture and surrounding surfaces and to spot-clean walls and glass
  - Vacuum carpeting and spot-clean stains
  - Check for cobwebs and carry out high/low level dusting
  - Clean showers, baths, handbasins and toilets, replenishing consumables as necessary
- To clean external bin areas
- To report any repairs or maintenance required
- To carry out any additional cleaning duties and maintenance checks at the end of term
- To clean kitchens as follows:
  - Empty and reload dishwasher, returning cutlery/crockery to cupboards
  - Empty bins
  - Clean fridge, microwave, dishwasher and small appliances inside/out as necessary
  - Ensure there are adequate supplies of condiments etc.
  - Wipe clean all hard surfaces including inside of cupboards as necessary
  - Wash hard floors

### Additional duties

- To assist in cleaning of other departments or boarding houses if necessary
- To be prepared to provide cover if necessary

## **PERSON SPECIFICATION – Cleaner**

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All staff are expected to conduct themselves in line with the School's values, which are **Courage, Honour, Humility** and **Fellowship**.

Post holders/candidates will be expected to demonstrate the following:

### **QUALIFICATIONS, EDUCATION AND TRAINING**

#### **ESSENTIAL**

- A good level of general education

### **KNOWLEDGE AND EXPERIENCE**

#### **ESSENTIAL**

- Previous experience of working in a cleaning operation on a large scale/site

#### **DESIRABLE**

- COSHH (Health and Safety Certificate) desirable but not essential as training will be provided

### **SKILLS AND ABILITIES**

#### **ESSENTIAL**

- The ability to read and understand written English for health and safety instruction and safeguarding purposes

### **PERSONAL ATTRIBUTES**

- Reliable
- Punctual
- Honest
- Flexible to assist with tasks required by the team and department
- Good attention to detail
- Ability to follow written and verbal instructions