



MARLBOROUGH COLLEGE

Job Description

POSITION:	House Domestic Cleaner
DEPARTMENT:	General Services
REPORTING TO:	Dame
SALARY:	Available on demand
HOURS OF WORK:	20 hours per week, 35.8 weeks per year.

The College:

Founded in 1843, Marlborough College is the UK's largest co-educational full boarding school, educating just over 1,000 pupils, aged 13 to 18 years, from the UK and overseas. Whilst we are proud of our Anglican heritage, ours is an inclusive ethos, welcoming pupils of all faiths and none. We have six girls' houses, six boys' houses and four mixed houses of 13- to 16-year-old boys with Sixth Form girls and boys. The pastoral care delivered through our 16 boarding houses is unrivalled, ensuring each child is known and cared for individually. The Guidance Centre exists to make sure that further education and careers after school are fully explored and carefully planned.

Pupils form friendships for life and develop the social and leadership skills needed to flourish as adults. They are encouraged to be outward facing and to aspire to change things for the better – ultimately, we would like to be judged by the contributions made by past, present and future Marlburians to the health of wider society throughout the course of their lives.

It is testament to our outstanding academic education and world-class co-curricular activities that our pupils are invariably ambitious, aspirational and high achieving. More than 80% gain places at Russell Group universities or Oxbridge, our sports teams regularly reach the latter stages of national competitions, our Symphony Orchestra plays in partnership with the Southbank Sinfonia and our artists exhibit in the Mount House Gallery.

Located in beautiful Wiltshire, in one of the most attractive market towns in the country, the College benefits from a 286-acre site, stunning period buildings including a Gothic Revival chapel and the neoclassical Memorial Hall, which is also a world-class concert hall, and university-quality sporting facilities. The campus is centred around the magical Marlborough Mound, a 4,000-year-old Neolithic mound, reputedly the burial place of Merlin. The College enjoys the advantages of being within easy reach of Heathrow, London and, indeed, many other parts of the country.

Further details about Marlborough College can be found online at www.marlboroughcollege.org.

Marlborough College Mission

To deliver the best independent, co-educational, full boarding education in the UK and to be recognised for this globally.

Key purpose of the role

To provide assistance with all aspects of the cleaning services in the House, as designated by the Dame. This will include, bedrooms, dorms, toilets, bathrooms, corridors, brew room, general facilities and some residential cleaning for the House Master/Mistress and Resident House Tutor(s). These tasks should be carried out in a professional and hygienic manner.

Main areas of the role

General cleaning, including floors and work tops, dusting, vacuuming, mopping, emptying dustbins and replenishing toiletries as needed.

Key Responsibilities

- Assisting with weekly bed change and the service of the break for pupils.
- The use of appropriate machines for the required task as supplied and demonstrated by the Dame.
- Vacuuming floors and emptying full vacuum cleaners.
- Cleaning floors, this can entail damp or wet mopping, machine spray burnishing or spray cleaning and the use of scrubber dryers, whilst using the correct detergents or chemicals as supplied.
- Surface cleaning, this can entail desks, table tops, worktops and ledges etc.
- Cleaning hard surfaces of debris and soiling, to ensure they are hygienically clean.
- Emptying of dustbins in all house areas, bagged waste is to be deposited at the appropriate collection sites.
- General dusting in designated area of work.
- Replenishing of toilet rolls and soap dispensers in designated area of work.
- Spring cleaning, additional cleaning duties and tasks as defined by the Dame.
- Ensure the safe use of chemicals and cleaning products under COSHH regulations and attend COSHH Training when required.
- Comply with the College's Health & Safety and Fire Policies.
- Ensure that personal protective equipment is used.
- Report all hazards and faults to the Dame.
- Ensure that uniform and clothing, including footwear, and personal hygiene is of the highest standards at all times.
- Participate in any arranged College training and appraisal to improve your standards of performance.

Person Specification

	Essential	Desirable
Education and qualifications		
A good standard of education	✓	
Relevant qualifications and/or experience in a similar role.	✓	
Cleaning Qualification, BICSc CPSS, City & Guilds, NVQ.		✓
COSHH Training		✓
Manual Handling Training		✓
Health & Safety Training		✓
Fire Safety Training		✓
Knowledge and Experience		
Ability and experience in the use of cleaning machinery.		✓
Skills and Abilities		
Ability to work alone and with others	✓	
Flexibility to adjust to change and development	✓	
Reliable and punctual	✓	
Good organiser	✓	
Positive attitude	✓	
Self-motivated and capable of working with minimum direction	✓	
Friendly and approachable	✓	
Capable of taking initiative when working alone	✓	
Observant	✓	
Able to meet the demands of the position	✓	
Attention to detail and working to a high standard.		✓
Ability to understand and act on instructions.		✓
Ability to identify work priorities and manage own workload.		✓

General Responsibilities

Policies & Procedures

The postholder is required to familiarise themselves with all College policies and procedures and to comply with these at all times, including ensuring that their own job role procedures are regularly kept up to date.

Safeguarding Statement

Marlborough College is committed to safeguarding and promoting the welfare of children and young people. The College expects all staff and volunteers to share this commitment and staff must adhere to and ensure compliance with the College's Safeguarding Policy at all times.

In line with Keeping Children Safe in Education legislation and safer recruitment practices, the College will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

The College applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the College which amount to regulated activity with children. The role you have

applied for meets the legal definition of regulated activity with children. If you are successful in your application, you will be required to complete a DBS Disclosure online Application Form. Employment with the College is conditional upon the College being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the College will be handled in accordance with any guidance and / or code of practice published by the DBS.

The College will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the College to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so.

The role you have applied for is also exempt from the Rehabilitation of Offenders Act 1974 and the College is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. However, you do not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

Having a criminal record will not necessarily prevent you from taking up employment with the College. Instead, the College will assess each case on its merits and with reference to the College's objective assessment procedure set out in the College's 'Recruitment, selection and disclosure policy and procedure'.

The successful applicant must be willing to undergo child protection screening appropriate to the post and cannot start in post until all pre-employment checks have been completed satisfactorily. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation, or religion.

The College is an educational charity and equal opportunities employer.

Confidentiality & Data Protection

The postholder must maintain the confidentiality of information about students, staff and any other personal information and meet the requirements of the Data Protection Act and GDPR.

Health & Safety

Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and any subsequent relevant legislation and must follow these in full at all times including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment.

All staff are responsible for considering the Health and Safety of themselves and others as an integral part of their job and are expected to comply with the College Health and Safety policy.

Mandatory Training

All staff are expected to complete the following mandatory training prior to their employment start date:

- Child Protection in Education (11 to 18 years)
- H&S in Education: Staff Awareness

- Fire Safety in Education
- A Guide to UK Data Protection: Education
- Equality and Diversity
- Working with Display Screen Equipment
- Moving and Handling

Staff will be required to attend mandatory training during their employment with the College in order to maintain a healthy and safe working environment.

Job Description

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties/specific tasks may be varied from time to time, without changing the general character of the job or the level of responsibility entailed. This will allow flexibility for the College to respond to changing priorities and also support and enhance individual professional development. It is the practice of the College to examine job descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Line Manager in consultation with the post holder.

Signed: **Date:**

Print Name: