**JOB DESCRIPTION**

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| **Job Title:** | Casual Event Cleaners  | **Department:** | Domestic Services |
| **Hours of Work:** | Variable hours to include evenings and weekends as determined by the events schedule |
| **Responsible To:** | Head of Events  | **Responsible For:** | N/A |

**Summary of Role:**

The Event Cleaners will be called upon to support operations during all events such as weddings, conferences, sports bookings, theatre shows and functions.

Our event cleaners keep the venue clean before, during and after an event. Events can generate high traffic and require a deep but fast clean to ensure that the venue can return to normal use in the shortest time possible ensuring that this turnaround is completed in a very short space of time.

**Specific Responsibilities:**

1. Must be willing to work evenings and weekends as determined by the events schedule
2. Must be able to take direction, to work with minimal supervision, and to function cooperatively as part of a team
3. Requires attention to detail, a pride in delivering excellent service, organization, and high levels of energy and endurance
4. General cleaning and/or dusting of areas as instructed using appropriate cleaning materials
5. Sweeping & mopping of floor surfaces and vacuuming of rooms and corridors
6. Emptying all waste bins as required and cleaning of glass and mirrors
7. To keep toilets and bathrooms upheld to the highest cleaning standards
8. Complete external check of the building daily. All areas in use and allocated grounds are clear of rubbish, to ensure the venue and surrounding areas are always event ready
9. Reporting any general maintenance issues
10. Function rooms and bars are cleaned after each event
11. All cleaning materials labelled and stored correctly
12. Being prepared to receive/undertake further training as required by the School
13. To wear uniform and/or protective clothing as issued at all times whilst working and is provided free of charge
14. To pick up ad-hoc duties if and when required
15. Ensure COSHH and health and safety regulations always adhered to.
16. General cleaning and/or dusting of areas as instructed using appropriate cleaning materials
17. Sweeping & mopping of floor surfaces and vacuuming of rooms and corridors
18. Emptying all waste bins as required and cleaning of glass and mirrors

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * Some previous cleaning experience
* Possess excellent communication skills both written and verbal
* Understanding of COSHH regulations
* Able to work evenings and weekends
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| **Personal Behaviours** |  |
| * Able to work alone and part of a team
* Be a person of integrity who is able to work flexibly
* Ability to work under pressure and meet tight deadlines
* Ability to work as part of a wider team while tasks may be undertaken individually
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| **Ethos and Whole School Values** |  |
| * Committed to operating as part of the School community
* Committed to the Sacred Heart Values
* Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care
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| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people
* A satisfactory Enhanced Disclosure from the DBS
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**Terms and Benefits**

* **Start Date:** As soon as possible
* **Working hours**.  Variable hours to include evenings and weekends as determined by the events schedule
* **Salary**.  Competitive rate of pay
* **Holiday**.  The holiday entitlement is 5 weeks per year plus public holidays (pro rata).
* **Pension.** You will be auto enrolled into the School’s pension scheme, which includes life assurance.
* **Lunch.** A free meal is available in the dining room each working day when the kitchens are open, when on duty.
* **Parking.** There is free parking on site.
* **Gym and Pool.** There are staff sessions for use of these facilities.
* **Fees.** School fees remission for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the normal entrance requirements.