



ABBHEY COLLEGE IN MALVERN

Abbey College in Malvern Ltd.
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Cleaning & Laundry Staff Job Description

Introduction

In essence, this role is to ensure that the bedrooms, common rooms, corridors, kitchens and campus are clean. Laundry staff must make sure the laundry room is tidy and safe and students are not to be allowed to enter the laundry area. The following is an indication of responsibilities; it is not intended to be exhaustive.

Overview of duties

- Read the COSHH manual carefully
- Fill in the daily routine sheet of places cleaned
- Sign in/out daily
- Wear any uniform required at all times
- Complete the WC routine check forms
- Pick up clothes and articles from the floor and put on the beds, but do not hang them up
- Report any obvious item/matters against the rules, ie, boys in girls houses and vice versa, evidence of drugs, candles, unsafe sockets/electrical goods, students in bed, etc
- Report any maintenance matters
- Challenge anyone not recognised
- Follow any cleaning schedule given
- To manage/aid in the emptying of houses at agreed times.
- To report any signs of student distress, unhappiness or illness to a suitable person.
- To be the 'on duty' person in under 18 houses at agreed times.
- To be an initial point of contact for any student who approaches you with issues, complaints, problems or disclosures.

Job descriptions should be read in conjunction with the Staff Handbook as well as the Students Pre-Arrival information and Welcome Pack, as this would give all members of staff a more complete view of the ethos management and running of the College and will put the following short list of the Job Description into better perspective.

Conditions

Working Hours

All staff work a five day; reasonable breaks will be incorporated into these times. You might be required to work weekend during busy period, summers and beginning of terms.

In summer Sundays can involve slightly longer hours of work, as this is the day that students arrive and depart.

General

Uniform

- When working relevant uniforms/clothes/Hi-Viz clothes must be worn.
- ID badges must be worn at all times when on duty.

Residential Positions

A number of residential positions are available. In return for a shared room, a weekly laundry service, three meals per weekday (excluding lunch on excursions), two on weekends, and no utility bills, you will be asked to occasionally be on duty throughout the night (meaning a student can knock at your door if they have a problem). This is worked out through a rota system but the duty would never fall on a night off.

Time off

You will have the opportunity to join in activities and/or excursions once your duties are complete. This will be on an unpaid voluntary basis unless agreed with the Welfare Manager, Director of Student Services or Principal.

General Duties

- To help to ensure students behave in such a way that health & safety is promoted within and outside of the College
- To encourage the students to speak English at every opportunity
- To help ensure students do not breach the College rules
- Any other duties as requested by the Welfare Manager or Director of Student Services.

“The Abbey College is committed to safeguarding and promoting the welfare of children and young people and expects all current and prospective staff to share the same ethos. The successful applicant can only begin work at the college once they have completed Barred Lists (previously referred to as List 99) and DBS checks, and the college has received and verified two satisfactory references.”

The above does not form a contract in its own right and should be read in conjunction with your contract, the Abbey College Staff Rules & Disciplinary Procedures, relevant handbooks, Teaching Staff Job Description and Staff Terms and Conditions.

Please sign below to indicate you have read and understood the above job description, and return one copy to the College.

Signature of Employee: Date:

Signed on behalf of the Abbey College: Date: