



## Job Description

**Job Title: Housekeeping**

**Responsible to: House Keeping Supervisor**

**The Role:** To provide a cleaning service for the school. Duties may include working in all types of rooms, including offices, classrooms, hall, corridors, toilets.

**Salary: £7,782.75 per annum**

**Working Hours:** 3pm – 6pm Monday to Friday 45 weeks per year (39 weeks term time, other weeks to be split over the holiday period to assist with deep cleaning.)

### MAIN RESPONSIBILITIES AND TASKS:

The normal duties will usually include the following:

1. To be responsible for cleaning the school site as allocated by the Business Manager and following Health & Safety guidelines
2. The safe use of chemicals and cleaning materials as instructed by the Cleaning Supervisor/Facilities Manager following Health and Safety guidelines and the use of Personal Protective Equipment (PPE)
3. To operate cleaning machinery in cleaning soft and hard surfaces, e.g. vacuum cleaners and polishers following Health & Safety guidelines.
4. To maintain all School standards of hygiene and safety of all Cleaning equipment and Cleaning Cupboards in your charge.

5. To report any hazards, defects and any relevant factors of building or environment safety that may be detrimental to safe working practices and normal school operations, immediately to the facilities manager
6. To report any hazards, defects and any relevant factors of breakdowns of equipment that may be detrimental to safe working practices, immediately to the Cleaning Manager.
7. Duties to include the following:
  - Vacuum cleaning hard and soft floors
  - Spot cleaning of spillages
  - Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass
  - Emptying and cleaning bins
  - Cleaning toilets including sanitary fittings and surrounds
  - Mopping and spray cleaning hard floor surfaces
  - Wiping and polishing and straightening furniture
  - Replenishing janitorial supplies in toilets, etc
  - Checking and closing windows, switching off lights after work
  - Locking and alarming the premises
  - Such other duties as may be allocated from time to time

Notes: During periods when the school is closed, routine cleaning is undertaken throughout the school. This may include stripping and sealing floors, high level dusting, wall washing, and general 'deep cleaning' etc.

8. Carrying out any other tasks as reasonably instructed by the Business Manager.
9. Operating in accordance with school policy and in particular to ensure; Health & Safety, safeguarding and equal opportunities requirements are met.
10. Maintaining confidentiality at all times.
11. To play a full and active part in the life of the school.

## Person Specification

	Essential	Desirable
Educational achievements, qualifications and training	<ul style="list-style-type: none"> <li>• Able to communicate clearly and follow instructions.</li> </ul>	
Job related knowledge, aptitude and skills	<ul style="list-style-type: none"> <li>• Ability to prioritise work</li> <li>• Ability to manage time effectively.</li> <li>• Ability to understand and follow manufacturers instructions and follow Risk Assessment control measures</li> </ul>	<ul style="list-style-type: none"> <li>• Housekeeping related qualification</li> </ul>
Equal Opportunities	<ul style="list-style-type: none"> <li>• An understanding of and commitment to equality of opportunity.</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Ability to communicate with a wide range of people.</li> <li>• Initiative and the ability to work without supervision.</li> <li>• Work as part of a team.</li> <li>• Be flexible to changing demands of the post.</li> <li>• Take pride in a job well done.</li> <li>• Must have high standards of cleanliness</li> </ul>	<ul style="list-style-type: none"> <li>• Positive outlook</li> </ul>
Physical	<ul style="list-style-type: none"> <li>• Must be able to meet the physical demands of the role.</li> </ul>	