

JOB DESCRIPTION

Post: Housekeeper

Responsible to: Lead Housekeeper

- **Purpose:**

At Windlesham School the role of Housekeeper is crucial to the provision of a clean, comfortable and welcoming environment, achieved by maintaining high standards of cleanliness at all times. To support the schools aims in providing excellent standards of customer service, creating an inclusive warm and friendly environment that all users wish to return to.

- **Responsible to:**

Cleaners report to the Lead Housekeeper

- **Organisational Arrangements:**

- Housekeepers work approximately 35 weeks per year during term time plus before and after the end of terms and 5 weeks during Summer lets
- All Housekeepers are required to work on School Open Day
- The Housekeeping team consists of full and part time members of staff
- Daily, weekly and various deep cleaning housekeeping duties are carried out in-house
- Some specialist cleaning works are currently out sourced

- **Department Responsibilities:**

- To undertake daily housekeeping across all areas of the School
- To complete housekeeping duties as appropriate by hand e.g. dusting, wet wiping, sweeping, mopping etc
- To complete housekeeping duties as appropriate using the aid of specific cleaning machinery e.g. vacuum cleaners, steam cleaners, floor cleaners and polishers etc
- To assist in keeping the school and its exterior spaces free of rubbish, taking waste to the assigned collection points in a timely manner (this may include general, recyclable and clinical waste)
- To clean internal and external glass on windows and doors – where accessible and safe to do so
- To carry out other duties which naturally fall within the reasonable expectations of the post
- To ensure the security of the buildings, school property and occupants whilst on duty and as far as is reasonably practicable within the role

- To attend and satisfactorily complete all training as identified to be relevant to the role, whether organisational or of a statutory nature
 - To attend regular 1 to 1 and team meetings, and wider school meetings as may be required.
 - To complete all duties as advised and in accordance with in house procedures and practises, striving for excellence in standards at all times
 - To complete any ad hoc duties as requested by the Head Housekeeper and Estates Bursar, as may be required and commensurate to the role
- **Health & Safety and Fire Prevention Processes:**
 - To at all times complete duties in accordance with Health & Safety requirements and as per induction and ongoing training received; which will include COSHH (the safe use of cleaning and other substances), Manual Handling, Safe working at heights, Infection control, amongst others
 - To adhere to and comply with current and emerging fire regulations and fire and emergency evacuation procedures
 - To be alert to the risk of fire and to visually check all fire exit routes and fire safety equipment routinely throughout duties, ensuring that safe evacuation routes are maintained, reporting any obstructions and/or defects to the Head Housekeeper or Estates Bursar
 - To ensure that all electrical appliances are, at all times, suitable for the task required and used in accordance with operating instructions; additionally, being stored cleanly and safely at the end of working duties, in readiness for the next user
 - To attend for work wearing a clean and pressed uniform and to additionally wear appropriate Personal Protective equipment as is required for tasks
 - To report any maintenance issues in a timely manner to the Head Housekeeping or Estates Bursar, so as to ensure minimal risk to all school users
 - To attend and complete relevant and compulsory H&S and Fire Evacuation training as required
- **Personal Qualifications:**
 - To, at all times, maintain a high level of personal hygiene.
 - To provide a friendly helpful service at all times with high standards of customer care
 - Maintain polite and good communication with your colleagues and residents at all time
 - Flexible, committed and punctual
 - Strong customer care focus with an awareness of your impact on the customer experience

- Enhanced DBS clearance to work in a school environment
 - Self-Motivation – meets objectives using own initiative
 - Teamwork – flexible, cooperative, helpful, self-aware, collaborates well, ability to work alone or as part of a team.
 - Physically able, to undertake all the physical requirements of the post and use equipment according to the Health & Safety guidelines
- **Desirable:**
 - Previous suitable experience
 - Previous experience of cleaning equipment
 - Ability to adapt to a changing environment and changing priorities as and when required
 - Keen to contribute to the development of the school

This Job Description may be altered to meet changing needs and will be reviewed with the post holder. The Job Description is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary from time to time.

Name

Signature

Date