



# Housekeeping Assistant

## Job Description

**Accountable to:** Facilities Manager  
**Hours of Employment:** 15 hours per week, 3.30pm-6.30pm.  
Term time = 38 school weeks  
**Role:** To be a guardian of our school site and buildings to ensure they are safe, clean and in their best condition at all times, so they enable our provision of high-quality education and enrichment.  
**Specific responsibility for:** Effective day-to-day cleaning and lock up of the school site.

### Main Objective:

As a Housekeeper, you will be a key part of our team of darers who every day provide an outstanding education by improving the learning experience for our students. This is underpinned by our three core values, and for housekeepers this means:

- **Excellence:** Maintaining a shared pride in the learning environment;
- **Integrity:** Creating a healthy, productive, enthusiastic learning space which is uplifting, enjoyable to be in, and prevents illness;
- **Leadership:** Encouraging students to take care of their environment and developing good habits of presentation, cleanliness and respect.

### Main Duties when Housekeeping

- To be proactive in identifying, rectifying and reporting (where necessary), issues that require attention;
- To be aware of the schools' Health and Safety and Safeguarding Policies, and act accordingly;
- Effectively clean the school within a team, in accordance with the varied Cleaning Checklists, including cleaning surfaces, floors, washrooms and windows;
- Complete a training package to develop housekeeping skills;
- Use of cleaning machinery, including deploying and servicing robotic vacuums, following appropriate training on safe operation;
- Be flexible in your daily tasks, providing cover for absence as required;
- Securing, locking up doors and windows and powering down buildings with the housekeeping team for overnight safety;
- Any other appropriate tasks deemed relevant and necessary by senior staff.

This job description is not exhaustive and will be reviewed with you as necessary at your annual CPD review meeting.

## Person Specification

Assessed through original certificates, application form, interview and references.

Qualifications and training	Essential	Desirable
Previous experience in a cleaning or housekeeping role		✓
Basic awareness of health and safety procedures	✓	
<b>Experience</b>		
Experience of educational settings		✓
<b>Basic skills, characteristics and competences</b>		
Awareness of and commitment to the safeguarding and welfare of children	✓	
Strong attention to detail	✓	
Ability to look high and look low to identify areas that need cleaning	✓	
Understanding of hygiene and cleanliness	✓	
<b>Personal qualities</b>		
Friendly, positive and approachable	✓	
Reliable team player	✓	
Flexible, self-motivated and efficient	✓	
High expectations of self and others	✓	
Take pride in your work	✓	