



At Town Close we value our individual pupils and staff for the breadth and variety of their talents. Our core values are effort, commitment, respect for others, thoughtfulness, and consideration.

JOB DESCRIPTION

TITLE OF POST: HOUSEKEEPER

ACCOUNTABLE TO: ASSISTANT BURSAR (ESTATES)

ROLE PURPOSE:

To ensure that the school premises are cleaned to the best possible standards.

A. MAIN DUTIES AND RESPONSIBILITIES

1. To be responsible for the management and organisation of designated cleaning staff in the School and to ensure they fulfil their job descriptions and complete duties and tasks as laid down.
2. To allocate cleaners to areas as required, making suitable arrangements to cover for absences.
3. To train new members of the housekeeping team.
4. To motivate team members and resolve any issues that occur.
5. To respond to any special requests or any complaints about the service.
6. To ensure equipment is safe to use, and is maintained in a clean and hygienic condition.
7. To be responsible for the maintenance, safe custody and use of all cleaning materials and equipment.
8. To advise the Assistant Bursar (Estates) on the need for new equipment and any new products or procedures that may benefit the School.
9. To order replacement stock in a timely manner using the agreed systems within the School.
10. To liaise with relevant external contractors e.g. PHS, Water Logic, Veolia.
11. To ensure that Health and Safety regulations are adhered to and to keep up-to-date with correct use of all cleaning materials and equipment and with COSHH guidance.
12. To undertake cleaning tasks in the event of staff absence if required.

13. To liaise with the Assistant Bursar (Estates) with regard to the recruitment and employment of staff, disciplinary procedures and any other staff-related matters.
14. To organise annual holiday camp cover and deep cleaning as required.
15. To secure designated buildings at the end of the day when required.

B. GENERAL RESPONSIBILITIES

- To liaise with all staff as necessary to promote co-operation within the School and ensure minimum disruption to the School.
- To be flexible and responsive to the particular demands of the school.
- To use any relevant computer systems required for the duties of the post.
- To attend relevant training as identified by the Bursar and/or Assistant Bursar (Estates) to meet the requirements of the School. It is expected that the knowledge and skills acquired from attendance at such training will be shared and applied within the team as appropriate.
- To comply with the statutory provisions of health and safety at work legislation and school policy, always working in a safe manner and not putting yourself or others at risk.
- All School employees must maintain confidentiality of information acquired in the course of undertaking their duties and must comply with data protection legislation
- To undertake any other reasonable duties as required by the Bursar or by the Headmaster.
- To comply with the School's Core Values.

December 2022

PERSON SPECIFICATION – Housekeeper

	ESSENTIAL	DESIRABLE	Assessed From:
Qualifications		<p>Basic cleaning services qualification.</p> <p>COSHH training.</p>	Application
Experience	<p>Experience in commercial cleaning environment.</p> <p>Experience of specialist cleaning such as carpets/hard floor cleaning, Covid-19 cleaning, etc.</p>	<p>Previous housekeeping experience.</p> <p>Experience of managing a team.</p>	Application Interview/ References
Knowledge and Skills	<p>Good communication/'customer service' skills.</p> <p>Good level of physical fitness, including the ability to lift and carry equipment.</p> <p>High standards of cleanliness/ key eye for attention to detail.</p> <p>Skilled at balancing conflicting demands.</p> <p>Physical capability to meet the requirements of the role.</p> <p>Computer literate.</p>	<p>Some knowledge of health and safety.</p>	Application/ Interview/ References

	ESSENTIAL	DESIRABLE	Assessed From:
Disposition and attributes	<p>Flexible - as split shifts occasionally are required.</p> <p>Trustworthy – able to respond to safeguarding needs of children and young people.</p> <p>Responsible – able to work sensitively and responsibly with children and raise any safeguarding concerns.</p> <p>Able to work effectively and conscientiously on own initiative and within a team.</p> <p>Committed to safe working.</p> <p>High standards of personal and professional integrity.</p> <p>Cheerful and positive disposition.</p> <p>Meticulous with high standards of attention to detail.</p> <p>Discreet and confidential.</p>		<p>Interview</p> <p>References</p>