

**Job Description: Housekeeper**

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The Housekeeping team are an integral part of the school and will be expected to assist the Operations Manager to ensure that agreed levels of cleaning and housekeeping are carried out to a high standard.

**Main Duties and Responsibilities**

The duties and responsibilities below are illustrative. The position holder will be expected to become involved in a range of work on occasions that may not be shown below:

The Housekeeper will:

* Undertake cleaning duties in designated areas of the School, which will vary from time to time, as assigned by the Operations Manager
* Clean, wash, sweep, mop, polish and vacuum clean designated areas to the required standard
* Ensure that toilets and washrooms are maintained to a high standard of cleanliness
* Empty litter bins and remove separate waste to designated areas
* Make and change beds in the boarding houses, when assigned
* Clear up after flooding and/or any emergency cleaning
* Report any damage or defects to the Operations Manager/Maintenance team
* Use cleaning materials appropriately and economically following COSHH regulations
* Operate machinery in cleaning both hard and soft surfaces e.g. vacuum cleaners and polishers
* Contribute to major cleaning tasks on designated days during school holidays, to the total number of days stipulated within your contract
* Other reasonable requests/duties as may be assigned by the Operations Manager or member of the Senior Leadership Team

**Knowledge and Skills Requirement**

* The ability to work well under pressure and with minimal supervision
* Work well as part of a team
* A flexible approach, with the capacity to respond to the varied needs of the School

**General Duties**

* Uphold the ethos, aims and objectives, reputation and good name of the School
* Be in sympathy with the College’s Christian foundation
* Follow safe practice in all areas of school life
* Carry out any other reasonable duties failing within your capabilities, depending on the needs of the School
* To be a good ambassador for Shebbear College