

## **Job Description**

### **Housekeeping Assistant**

Month Year [xxxx]

**Name** [xxxx]

**Post** [xxxx]

#### **Relationships**

The post holder is accountable to the Housekeeping Manager in all matters relating to this post. All staff are ultimately responsible to the Head. The post holder will work closely with team members and support the team when necessary.

#### **Purpose**

To support the Housekeeping team in the delivery of daily cleaning processes.

#### **Main Duties & Responsibilities**

- Basic cleaning in and around residences or office buildings
- Touch point cleaning and sanitising; all public areas, boarding houses, and classrooms such as wiping door handles, banisters, hand rails, key Pads, etc.
- Emptying bins, replacing liners
- Vacuuming
- Sweeping
- Laundry services
- Clean restrooms, including restocking dispensers, cleaning and sanitising fixtures, cleaning mirrors, spot cleaning partition doors and walls, sweeping and mopping tile floors, cleaning toilets and urinals
- Maintaining cleaning equipment and supplies
- Reporting any breakages that occur during the cleaning process
- Informing Housekeeping Manager of any repairs that need to be done, or any health and safety concerns

#### **General**

- To promote and support Godolphin's culture of 'Friendship, Encouragement, Support and Mutual Respect' and encourage staff and students to follow this example.
- To promote and safeguard the welfare of students in your care or that you come into contact with, in accordance with the relevant School Child Protection and Safeguarding policies.
- To comply with, promote and act in accordance with all School policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality, and to report any breaches to the School Business Manager at the earliest opportunity.

- To be responsible for complying with health & safety legislation and guidance, and to report any issues or breaches to the Estates Manager immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

### **Additional Information**

Throughout the School it is our practice to vary the specific responsibilities in line with the needs of the School. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from their Line Manager, Head of Department or member of the Senior Management Team to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the Job Description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Head or nominated representative (in consultation with the post holder) to reflect the changing needs of the School.

**Signed:** ..... **Date:** .....

**Post Holder**

**Signed:** ..... **Date:** .....

**Head**

One copy to be retained by member of staff and one kept on the employee's file.

***Godolphin School is committed to providing a safe, supportive and stimulating environment for all its students following the latest Safeguarding Children guidelines.  
This post is exempt from the Rehabilitation of Offenders Act 1974.***

### Department Overview

The Housekeeping department consists of both full-time and part-time Housekeeping Assistants who maintain high standards of cleaning and hygiene across the school site, including all public and communal areas, boarding houses, classrooms and staff areas. The department also provides a laundry service for the school.

### Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Work Experience</b>		1. Previous experience as a Housekeeping Assistant or Cleaner	Application Form  References
<b>Communication Skills</b>	2. Excellent communication skills		Application Form
<b>Personal Qualities or Skills</b>	3. Good organisational skills, able to manage a range of competing demands 4. Adaptable and flexible 5. Positive team player 6. Ability to handle heavy equipment and machinery used in cleaning 7. Physically fit and able to walk, bend, push, pull and lift repetitively during working hours 8. Self-motivation 9. Ability to identify and complete tasks without direct supervision 10. Confidentiality		Application Form