

COLSTON'S

INDEPENDENT CO-EDUCATION
FROM NURSERY TO SIXTH FORM

Housekeeper/Cleaner

Job Description

Location: Colston`s School

Job Title: Housekeeper /Cleaner (Upper & Lower School)

Liases with: All Departments

Reports to: Domestic Services Manager

Job Purpose Statement

To prepare, clean and maintain areas within the Lower & Upper School premises. To maintain an allocated area within the school, to a high standard, and to take responsibility for the stores for your area.

Job Accountability

Staff Relations

- To promote good relations between Housekeeping and all teaching and support staff, pupils, parents and visitors
- To work in harmony with fellow employees
- To assist when instructed of fellow employees
- To comply with instructions of your immediate supervisor
- To report any incidents, accidents or potential accidents to your immediate supervisor

Training

- To undertake all training including Child Protection & Awareness that may required for the purpose of your employment
- To comply with School Training Policies
- To be familiar with Support Staff Hand Book and School Policies

Service

- To assist in the provision and delivery of a first class Housekeeping service
- To assist the Domestic Services Manager in the implementation of change taking into account current trends and issues
- To ensure any complaints are reported directly to the Domestic Services Manager

Health & Safety Hygiene

- To be in possession of a current Basic First Aid Education certificate
- To maintain standards of hygiene and cleanliness
- To adhere to and ensure completion of the daily rota
- To ensure all cleaning practices and comply with COSHH regulations
- To ensure that the correct uniform is worn at all times whilst on duty
- To maintain a safe environment, be security conscious and adhere to locking up/ unlocking procedures
- To work within the guidelines set in the School Health & Safety Policy

Room Preparation

- To assist at service times in a friendly and helpful manner
- To liaise with the Teaching Staff as requested and maintain areas serviced in a clean and sanitized fashion
- To ensure that all access corridors and stairways are kept clean prior, during and after service
- To ensure that all room locations are left hygienically clean and tidy after each daily service
- To participate in the deep cleaning of all rooms and communal areas prior to the start and the end of the School terms and half terms

Generally

- To develop a good working relationship with the School management, teachers, pupils, parents, school governors and all other staff within the school
- To comply with all management house rules and regulations
- To attend sessions where necessary
- Any other reasonable request from management

Policies

- To assist the Domestic Services Manager in the implementation of all school policies and procedures
- To establish & maintain excellent working relationships with individuals at all levels in the school

Review

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Colston's School would aim to reach agreement to the changes.

Colston's School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

I have received and understand and agree with this job description.

Name.....

Signed.....

Date.....