



BURGESS HILL

— GIRLS —

JOB DESCRIPTION

Job Title: Bank Housekeeping Assistant
Reports to: Assistant Bursar Estate and Services

JOB SUMMARY

Work as a member of the Housekeeping team to clean a designated area or areas of the School to the standards required and in accordance with the detailed schedule.

PRINCIPAL ACCOUNTABILITIES

1. Clean a designated area or areas of the School as agreed with the Assistant Bursar and in accordance with the School's cleaning regime. Areas may include classrooms, offices, science labs, toilet areas, halls and kitchens.
2. Work the hours as designated for the area or areas responsible for, checking against the schedule of required tasks to ensure all aspects have been covered.
3. Advise the Supervisor of any issues within own designated work area which may prevent a thorough clean or which may prevent cleaning being done within allocated timescale.
4. Assist with the preparation of specific areas for events, as and when requested, within normal or agreed additional hours.
5. Register attendance by swiping in to the clocking in/out system. This is for the purpose of knowing who is on site in the event of an evacuation and also for monitoring attendance, timekeeping and overtime.
6. Ensure all windows are secured and doors locked within designated work areas at the end of each shift.
7. Check stock levels in the designated store cupboard(s) and place an order for new stock when needed.
8. Carry out daily equipment checks before commencing work (In particular electrical equipment).
9. Use correct signage when working, ie Wet Floor, Closed for Cleaning. Ensure cables are not left trailing across the floor, causing a trip hazard.
10. Health & Safety – ensure familiarity with the School's H&S Policy (a copy of which is provided for each cleaner) and ensure this is adhered to at all times.
11. Keep fire exits unblocked, cupboards clean, safe & tidy. Store liquid cleaners on a lower shelf and paper/cloth products on the upper shelves.
12. Ensure familiarity with the Fire Assembly layout and procedure.

13. Attend relevant internal training sessions and team meetings with either the Assistant Bursar Estates and Services and/or Supervisor regarding updates or new equipment/products.

JOB CONTEXT

The job holder works as part of a team of around 20 Housekeeping staff across the School, covering vacant shifts and extra cleaning requirements. Team members are required to be flexible and support each other during busy periods and absences in order to provide a seamless housekeeping service across the School, ensuring the highest priority tasks are dealt with.

Full training will be given on all products & cleaning equipment, use of emergency equipment, fire exits and fire assembly points.

Protective clothing and uniform tops will be provided which must be worn at all times.

Conditions of Service:

Working Hours: To be agreed with the Assistant Bursar Estates and Services. Flexibility is essential, as is the ability to work as part of a team or alone and pay close attention to detail.

The Housekeeping Bank staff work throughout the year.

For health & safety reasons, workers under the age of 18 must only be on site during the hours of the Evening Supervisor.