



BURGESS HILL

— GIRLS —

JOB DESCRIPTION

Job Title: Permanent/Bank Housekeeping Assistant
Reports to: Housekeeping Manager /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 Housekeeping Manager and in accordance with the School's cleaning regime. Areas may include classrooms, offices, science labs, toilet areas, halls, kitchens and bedrooms.
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 Housekeeping Manager 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/closed within designated work areas at the end of each shift.
7. Carry out daily equipment checks before commencing work (in particular electrical equipment).
8. Use correct warning signage when working, ie Wet Floor, Closed for Cleaning. Ensure cables are not left trailing across the floor, causing a trip hazard.
9. 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.
10. Keep fire exits unblocked, cupboards clean, safe & tidy.
11. Ensure familiarity with the Fire Assembly layout and procedure.
12. When working within the boarding accommodation there will be a requirement to service the beds and provide assistance to the laundry operation.
13. Attend relevant internal training sessions and team meetings with the Assistant Bursar Estates and Services and/or Housekeeping Manager regarding updates or new equipment/products.

JOB CONTEXT

The job holder works as part of a team of around 12 Housekeeping staff across the School, covering the cleaning requirement. 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:

Hours for standard shifts are:

Full time cleaning work 5 days per week Monday – Friday. Term time only approximately 35weeks including inset days. Early morning 5.00am- 8.00am, morning 8.30 – 12.30, evening 4.30pm – 7.30pm.

Bank work as and when required to cover staff absences and extra cleaning requirements. The School is open all year round and occasional bank shifts are also offered some weekends. The school has no obligation to offer any regular hours and in turn, the job holder will have no obligation to accept hours. Payment will be made via our payroll, following receipt of an authorised timesheet confirming hours worked

Working hours to be agreed with the Housekeeping Manager and/or 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.

For health & safety reasons, workers under the age of 18 must only be on site while another member of staff over the age of 18 is also working.

This job description reflects the present requirements of the position. The job description will be reviewed and amended as required.