



**Sherrardswood School**  
**Housekeeper**  
**Job Description & Person Specification**

<b>Job Description</b>	
<b>Sherrardswood School is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.</b>	
<b>Post title:</b>	<b>Housekeeper</b>
<b>Responsible to:</b>	<b>Office Manager</b>
<b>Rate of Pay:</b>	<b>£11.44 per hour</b>
<b>Work Pattern:</b>	<b>Part Time, 3:00pm – 7:00pm, Monday to Friday, Term Time plus 4 extra weeks deep cleaning during Summer and Easter holidays</b>
<b>Start Date:</b>	<b>Immediate Start Available</b>
<b>Job Purpose:</b>	<p>To work as a member of a team and to ensure that high standards of cleanliness and hygiene for staff and pupils are maintained throughout the School.</p> <p>To be flexible and able to respond to specific cleaning needs in the School. Each Housekeeper will be responsible for an area and will be expected to clean to the frequency and standard set and as per work schedules. To provide a thorough and reliable service to the school.</p>
<b>Main Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Daily cleaning in line with work schedules as set out by the Headteacher</li> <li>• Carry out amended work schedules as required from time to time by the Headteacher in response to school events, needs or staff absence</li> <li>• To clean, wash, sweep, mop, dust, polish and vacuum clean designated areas to the required standard</li> <li>• To ensure that toilets and washrooms are maintained to the required standard of cleanliness</li> <li>• Ensure all rubbish is removed on a daily basis and recycled where possible</li> <li>• Ensure the various dispensers including toilet roll and paper towels are checked and topped up daily</li> <li>• To clear up after flooding and/or any other emergency cleaning</li> <li>• Complete designated ‘deep cleaning’ projects during school holiday periods</li> <li>• Ensure that work is completed to a high standard</li> <li>• To work as part of a team and contribute positively to that staff team</li> <li>• To go about your duties with a positive and enthusiastic attitude - to be confident, hardworking and conscientious, and at all times promote good practice</li> <li>• Participate in training to improve personal development and skills</li> <li>• To wear suitable clothing/uniform and correct PPE as necessary</li> <li>• Follow agreed risk assessment when moving furniture etc. to clean</li> <li>• Handle chemicals and cleaning equipment carefully. Use all cleaning materials and equipment according to the task they are intended for and</li> </ul>

	<p>in accordance with the school Health and Safety policies and COSHH data sheets</p> <ul style="list-style-type: none"> <li>• Ensuring that all cleaning materials are kept in a locked cupboard when not in use</li> <li>• Adhere to school and legal regulations regarding health, safety, fire and accident reporting</li> <li>• Be a qualified first aider, with refresher training every 3 years</li> <li>• Implement the provisions of the school's Safeguarding policy which can be found on the school website</li> <li>• Any other reasonable request made by the Headteacher</li> </ul>
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**Person Specification**

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	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Experience:</b>	<p>Previous cleaning experience</p> <p>Excellent knowledge of cleaning products and equipment alongside practical skills, knowledge of health and safety and keen attention to detail</p>	<p>Experience of working in school</p> <p>COSHH Training</p> <p>Awareness of Health &amp; Safety Training</p> <p>A trained First Aider</p>	<p>Production of the Applicant's certificates and Application Form.</p>
<b>Skills:</b>	<p>Flexibility to deal with the varied requests made on a daily basis</p> <p>Good interpersonal and communication skills with the ability to relate to children and adults.</p> <p>Ability to work as part of a small team and on own initiative</p>	<p>Specialism for running an after school club</p>	<p>Contents of the Application Form.</p> <p>Interview.</p> <p>Professional references</p>
<b>Personal competencies and qualities:</b>	<p>Good level of physical fitness, including the ability to lift and carry equipment from place to place.</p> <p>Pleasant and friendly manner, responsible and reliable</p> <p>Commitment to achieving high standards of cleanliness and hygiene.</p>		<p>Contents of the Application Form</p> <p>Interview</p>

	Reliability with good timekeeping Willingness to undertake further training.		Professional references
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