



## **Gordon's School**

### **Cleaner / Housekeeper – Job description**

**Reports to:** Domestic Services Co-ordinator

**Hours:** 8.30am to 4.30pm Monday to Friday (NB this is not a term time only role)

#### **Main Purpose of the Job**

To be part of a team cleaning the Residential Boarding Houses plus areas of the school, including lavatories that require regular cleaning throughout the day.

#### **Key Accountabilities**

Ensure that the House and areas designated to you are kept in a reasonable state of cleanliness.

#### **Duties and Responsibilities**

##### **Core Duties**

The list below is not exhaustive and may be altered from time to time.

- Daily cleaning of the whole House in accordance with the school procedures.
- Regular cleaning of areas of the school as directed on a daily basis by the Domestic Services Co-ordinator
- Ensuring that all cleaning materials are kept in a locked cupboard when not in use.
- Reporting defects to the Head of House.
- Deep cleaning the whole House during each holiday period in accordance with the school procedures.
- Attend Housekeeping meetings with the Domestic Services Co-ordinator and House Team meetings as arranged by the Head of House.

##### **Special Factors**

- Participate in House social events as and when available.
- Undertake other cleaning duties as required and directed by the Domestic Services Co-ordinator.
- Some lifting is required during the deep cleans.
- Required to wear uniform provided.

##### **Person Specification**

- Flexibility to deal with the varied requests made on a daily basis.
- A good sense of humour.
- Able to relate to the students and earn their respect and co-operation.
- Ability to work on your own and as part of a team.
- Reliability

*Gordon's School is a State Boarding and Day School and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment – applicants must be willing to undergo appropriate screening including a DBS check.*