



## **JOB DESCRIPTION HOUSEKEEPER**

*The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

### **Grade 3**

**Reports to: Office Manager, Headteacher**

### **Job Purpose**

To ensure the cleanliness, hygiene and presentation of the school meets the required standard.

### **Main duties & responsibilities**

- 1 To ensure the general tidiness and presentation of communal areas, to include but not limited to entrance area, corridors, staff room and outdoor space.
- 2 To be a key holder, unlocking and checking the site each day.
- 3 Ensuring that adequate supplies of domestic consumables e.g. paper towels, toilet roll, liquid cleaners are available, ordering further stocks when required.
- 4 Taking delivery of stock; storing and/or moving them within the school as required.
- 5 Taking delivery of and storing fruit and milk, including maintaining the cleanliness of fridges.
- 6 Emptying of recycling and playground bins.
- 7 Ensure outside areas are kept clean, tidy and safe, including during inclement weather.
- 8 Reporting any damage and faults found with the school building and equipment in line with school procedure.
- 9 Emergency cleaning in the absence of cleaning staff and responding to adhoc emergency cleans and spills.
- 10 Occasional deep cleaning tasks e.g. cleaning of windows and carpets, including the use of stepladders.
- 11 Preparing for school events e.g. by setting out chairs for a concert, clearing and cleaning up after these activities.
- 12 Keeping records (including electronically) where required.
- 13 Being aware of and complying with policies relating to child protection, health and safety, confidentiality, data protection and reporting all concerns to the Headteacher/Chair of Governors.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.