

## Housekeeper – Job Description

To be responsible to the Housekeeping Supervisor for the cleanliness of the premises to ensure the teaching staff are able to deliver the necessary educational requirements, and that the non-educational activities proceed efficiently.

### MAIN RESPONSIBILITIES

- General cleaning of classrooms and offices, cleaning staff toilets.
- Emptying waste bins or similar receptacles, transporting waste material to designated collection points.
- Sweeping floors with brushes or dust control mops
- Mopping floors with wet or damp mops.
- Suction cleaning carpeted areas and “spot” cleaning carpets.
- Using electrically powered scrubbing and polishing machines to burnish, scrub, polish and spray clean floors (after receiving proper instruction and training).
- Using electrically powered pick up machines.
- To dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of cupboards, radiators, shelves and fittings.
- To replenish consumable items (soap, toilet rolls, paper towels) if required.
- To clean toilets, urinals, hand basins, sinks, baths, showers and drinking fountains.
- The use of chemical agents as directed by the Housekeeping Supervisor in the discharge of cleaning operations or maintenance procedures, after receiving proper instructions and training.
- Clean locker tops and fronts.
- Remove chewing gum from tables, chairs and carpets.
- Any other duties appropriate with the post. Please note, the summary job specification is not a comprehensive definition of the post. It is subject to modification and amendment and could include other duties related to the post.

### PERSON SPECIFICATIONS

#### Essential for the post:

- Good level of physical fitness to cope with housekeeping work
- Good interpersonal skills to be able to relate well with all staff and pupils to the school.
- Ability to work independently and as part of a team.

#### Desirable for the post

- Previous cleaning/housekeeping experience.