

Job Description

Inspiring girls

Housekeeping Assistant / Cleaner

Reporting To: Housekeeping Services Manager

Hours: 32.5 hours per week, Mon-Fri 7am – 1:30pm all year. Some Saturdays when required during school term times (7am-11.30am) and 4 Saturdays/Sundays during summer school.

Job purpose

Downe House is a leading independent boarding and day school for girls. We are seeking a Housekeeping Assistant with a can-do and flexible attitude who can work to high standards. Duties include general cleaning tasks providing a clean, hygienic and safe environment for pupils and staff in classrooms, boarding houses and communal spaces and working in a friendly, professional and efficient manner.

Main duties and responsibilities

- Hoover carpeted areas, polish and wipe floors, clean bathrooms, kitchen areas, offices and communal spaces
- Clean dormitories and all public areas of the school daily
- Clean sports facilities, sports hall, changing rooms and staff accommodation
- Conduct a thorough deep clean of the dormitories/offices/classrooms during school holiday periods
- Arrange for the emptying of the rubbish
- Replenish paper towels, soap, toilet rolls and towels ensuring sufficient supply for the weekend
- Ensure all chemicals, cleaning equipment and electrical equipment is stored and secured when not in use
- Report any complaints, incidents or accidents, theft, loss, damage, or other irregularities to the Supervisor and take any necessary action if practicable and safe
- Always maintain a clean and tidy appearance and professional and courteous conduct
- Attend meetings and training courses both online and practical as required
- Undertake any other duties as reasonably requested by managers, e.g. to cover during periods of staff sickness or holidays.

Person specification

	Essential	Desirable
Excellent cleaning and organisational skills	✓	
Previous experience of working in a similar role and / in a school environment		✓
Ability to work on your own initiative and as part of a team, following instructions provided	✓	
Ability to communicate appropriately with pupils, colleagues, and staff	✓	
Holds a current driving license / has means of transport, since the School is in a rural location with limited public transport links	✓	
Flexible and willing to adapt to change	✓	

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	Essential	Desirable
Ability to work within Health & Safety guidelines	✓	
Committed to safeguarding and promoting the welfare of pupils	✓	

Benefits

We offer a range of benefits and competitive terms and conditions including:

- Generous pension scheme - 9% employer contribution
- Delicious free meals while on duty
- Life insurance and critical illness cover
- Discounted school fees
- A supportive induction programme
- Beautiful working environment in a semi-rural location
- Modern gym and swimming pool facilities, for staff use at set times
- A variety of social occasions throughout the year

Downe House is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection Policy and procedures at all times. Appointed candidates will be subject to an enhanced DBS check and an online social media check.

We promote equality of opportunity and support an environment that values and promotes diversity and inclusion.