

Housekeeping Assistant

Job Description & Person Specification

Job Title: Housekeeping Assistant

Responsible to: Head Housekeeper

Purpose of the Role: To work as part of the Housekeeping team to maintain the highest standards of cleanliness, hygiene and presentation throughout St John's School. The postholder will help ensure that the School provides a clean, safe and welcoming environment for pupils, staff, parents and visitors.

Key Responsibilities

- Carry out daily cleaning schedules across classrooms, offices, meeting rooms, sports facilities, communal areas and boarding accommodation where applicable
- Maintain washrooms, replenish consumables and hygiene stations
- Prepare rooms for meetings and school events
- Operate cleaning equipment safely and correctly
- Undertake periodic deep cleaning including carpets, windows, floors, blinds, walls, upholstery and light fittings
- Respond promptly to emergency cleaning situations
- Dispose of waste safely and support recycling initiatives
- Report maintenance, security or health and safety concerns
- Maintain cleaning stores and equipment
- Use cleaning chemicals in accordance with COSHH
- Attend mandatory training including Safeguarding, Health & Safety, Fire Safety, COSHH and Manual Handling
- Maintain confidentiality at all times
- Undertake other reasonable duties requested by the Housekeeper

Safeguarding Responsibilities

- Safeguard and promote the welfare of children and young people
- Report safeguarding concerns immediately in line with School procedures
- Maintain professional boundaries
- Complete mandatory safeguarding training

Person Specification

Essential	Desirable
Excellent attention to detail	Previous cleaning experience
Reliable and trustworthy	School or boarding experience
Good communication skills	COSHH knowledge
Able to work independently and within a team	Commercial cleaning machinery experience
Commitment to safeguarding	First Aid awareness
Willingness to undertake training	Infection prevention knowledge

General

This job description is not exhaustive and may be amended to meet the changing needs of the School. All staff are expected to support the ethos and values of St John's School.