



## **Gordon's School Housekeeper (Boarding House) – Job description**

**Reports to:** Domestic Services Co-ordinator  
**Hours:** 8.30am – 5pm, Monday to Friday (**NB** this role is *not* term time only)  
**Salary:** c£18,000 per annum. Benefits include a free lunch during term time, free parking and use of swimming pool and Fitness Centre.

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

To clean the whole House, except those areas designated by the House Parent as being the responsibility of the students, and to be a member of the House team that endeavours to provide a safe and secure environment for the students in the House.

### **Key Accountability**

Ensure that the House is 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, except those areas designated by the House Parent as being the responsibility of the students, to the standard required and in accordance with the daily, weekly, monthly etc checklists
- Ensure all rubbish is removed on a daily basis and recycling where possible
- Ensure the various dispensers including toilet roll are checked and topped up daily
- Ensuring that all cleaning materials are kept in a locked cupboard when not in use.
- Reporting any breakages or damage within the House to the Domestic Services Manager on a daily basis
- Monitoring the cleanliness of the sleeping accommodation and where necessary assisting students in cleaning these areas.
- 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 House Parent.
- Any other reasonable request made by the Domestic Services Co-ordinator

#### **Non Core Duties**

- Sort/issue/receive laundry and dry cleaning.
- During busy periods or staff sickness you may be required to work in other areas around the school
- Demonstrate, help and teach students how to maintain their clothing and keep their areas clean and tidy.
- Pastoral care as agreed with the House Parent.

*The above list of duties and responsibilities is not exhaustive and may be altered from time to time.*

### **Special Factors**

- Participate in House social events as and when available.
- Wear uniform that will be provided.
- Undertake other cleaning duties as required and directed by the Domestic Services Co-ordinator.

**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.*