

**St Hilda's School  
Roles and Responsibilities**

<b>Position:</b>	Housekeeper & Cleaning Supervisor		
<b>Hours of Work:</b>	Maintained school term time (40 weeks) Hours: 09:30 – 16:30		
<b>Reporting to:</b>	Estates Manager/Headmistress		
<b>Main Responsibility:</b>	To oversee the day to day cleaning provision within the school and to have a proactive approach towards housekeeping duties ensuring all areas are well stocked with an adequate provision of appropriate materials.		
<b>Key Tasks and Responsibilities:</b>			
1.	Tour the whole school regularly to identify cleaning stock and cleaning needs.		
2.	Be responsible for cleaning of certain areas of the school and nursery.		
3.	Tidy and set up the beds in the nursery for sleep time. Clear away when finished. Be responsible for cleanliness of the bedding.		
4.	Ensure toilets in nursery are clean and stocked of product and provisions (nappy sacks/soap etc). Ensure the general area is clean, safe and tidy. Ensure appropriate cleaning materials are used.		
5.	Tour the main school daily and ensure that the toilets are stocked and that disposable items such as paper towels and soap are stocked. Maintain an action list. Check stock of cleaning products.		
6.	Supervise the cleaning staff to ensure they are carrying out their duties correctly, and ensure there is sufficient cleaning stock. Order more cleaning products when necessary.		
7.	On school premises wash and dry the laundry for the nursery and kitchen daily. Iron if necessary, and put away.		
8.	To have/obtain safe food handling qualifications and maintain these qualifications (completed through school)		
9.	To ensure the highest standards of health and safety apply to children, staff, parents and visitors.		
10.	To maintain a safe and secure environment.		
11.	You will be responsible for the upkeep of the cleanliness in the school to ensure a hygienic, safe and uncluttered environment.		
12.	Setting up the dining hall tables for each sitting with assistance.		
13.	Clear the dining hall at the end of lunch; tables down, clean and clear floors with assistance.		
14.	Set up drinks for match teas and serve where possible.		
15.	Ensure that cleaning staff are allocated to all areas of the school and monitor levels of cleanliness in each area		
16.	Manage the cleaning staff rota during both term time and holidays to ensure that all areas of the site are cleaned appropriately.		
17.	Allocation of staff and duties to facilitate the termly deep clean of St Hilda's School.		
18.	The duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the post holder.		
<b>Produced By:</b>	Sarah Styles	<b>Date</b>	April 2017

St Hilda's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure application to the Disclosure and Barring Services against the ISA barred list for Children.

**Personal Specification** - You will need to have the following qualifications, training and experience:

- Experience in Housekeeping or cleaning preferable at supervisor level
- Good level of numeracy and literacy
- Experience and ability to work as part of a team and independently
- Ability to make decisions, judgements and expectations within the limits of the role.
- Proactive and innovative approach to challenges and ideas
- Good communication skills in order to liaise with staff and or parents
- Knowledge and understanding of equal opportunities
- Commitment to the St Hilda's Safeguarding policies and procedures