

Role Description

Housekeeper

Reports to: Executive Assistant to Principal

Hours: Tuesdays and Fridays 7.00am – 3.00pm (30min break) – Term time only

The Housekeeper is responsible for maintaining the general cleanliness and upkeep of all School staff rooms and other facilities throughout Junior and Senior Schools, ICT, Business Services Office and Marketing.

General Areas

Senior School

Administration, Deans, GCMD (including the Boardroom and Staff Room), Health Centre, Science, DaCA, English, History, Library, Maintenance, Maths, Performing Arts, Science, Applied Science, Social Science, Sport, Year 12 Common Room.

Junior School

Library, Main Staff Room, Blackman Auditorium, Preparatory School

Offsite

ICT, Business Services, Marketing (Marian House)

Responsibilities

- Ensure each Staff room is adequately supplied with biscuits, tea, coffee, detergent, tea towels, paper hand towels, hand wash
- Tidy and clean each Staff room, wipe down cupboards and microwaves
- Collection, wash and return of all Health Centre linen (to be left outside for collection) ??
- Wash, dry (in dryer) and folding of all tea towels ??
- Tables and chairs wiped down in the Undercroft (daily)
- Silver trophies to be polished and trophy cupboards dusted (as required)
- Main Staff room set up and clean up after Friday morning teas
- Fridges defrosted and a complete clean (end of each term)
- Polish brassware and Altar (as required)
- Laundering of all tablecloths after each Open Day

Essential Attributes

- Ability to work independently and with minimal supervision
- Highly self-motivated
- Excellent organisational skills and attention to detail

Personal Qualities

- Fully embrace and support the Christian ethos of Meriden as an Independent Anglican School
- High standards of cleanliness and hygiene
- Loyal to the School and the Principal