



JOB DESCRIPTION

Job Title: HOUSEKEEPING ASSISTANT

Reporting To: HEAD OF HOUSEKEEPING

Main Purpose: To work as part of a team responsible for the high standards of cleanliness within Mayfield School

Main Duties and Responsibilities:

- You will be given an area within the School to clean, which will include:
 - Vacuuming (including stairs)
 - Dusting
 - Mopping
 - Wet work, e.g., cleaning showers, toilet and sinks
 - Emptying rubbish and carrying to refuse bins
 - Collection and distribution of paper towels, toilet tissue, etc.
- Carry out basic maintenance of machinery, e.g., empty vacuum bags
- Report to manager any faults in the machinery and equipment used
- Use all machinery and cleaning equipment with care
- Make sure that rubbish is removed at the right times to designated areas
- Follow health and safety regulations and School policies
- Attend staff meetings as required
- Maintain appropriate, professional, relationships with pupils and visitors

This list is not all-inclusive and you may be asked to carry out other similar task by management.

You will need to attend appropriate training when necessary.

PERSON SPECIFICATION

- High standard of personal cleanliness and appearance
- Have a high level of fitness
- Suitability to work amongst children
- Able to work on your own, as well as part of a team
- Reliable, honest and trustworthy
- Ability to work with usual cleaning materials, which will include some domestic chemicals
- Previous cleaning experience would be an advantage
- Full training will be provided

HOUSEKEEPING ASSISTANT

OUTLINE TERMS

PLACE OF WORK

Mayfield School, The Old Palace, Mayfield, East Sussex, TN20 6PH

HOURS OF WORK

2 hours per day Monday to Friday with some weekend working required on a rota basis

This position is all year round, i.e. 52 weeks per year less holidays.

HOLIDAYS

22 days paid holiday per year, plus all bank holidays (a day in lieu will be given if a bank holiday is a working day).

PENSION

The School will automatically enrol you in a contributory pension scheme (as required by law). You may opt out of the scheme if you wish.

PROBATIONARY PERIOD

There will be a six month probationary period.

UNIFORM

Polo shirts will be provided.