CHETHAM'S SCHOOL OF MUSIC

JOB DESCRIPTION

JOB TITLE: **Housekeeping Assistant**

LOCATION: **Chetham's School of Music**

ACCOUNTABLE TO: **Housekeeping Manager**

RESPONSIBLE TO: **Housekeeping Supervisor, Team Leaders**

JOB PURPOSE AND OBJECTIVES

To work as part of the Housekeeping Team in ensuring that an efficient and high-quality Housekeeping Service is provided to all areas of the school.

MAIN DUTIES AND RESPONSIBILITES

To be prepared to undertake work in any area of the School when required to by their Supervisor.

To work as part of a team carrying out general cleaning in offices, boarding houses, or classrooms, including toilets and bathrooms.

Duties to include dusting, vacuuming and floor maintenance, including the operation of rotary floor scrubbing machines and other domestic cleaning appliances.

When the needs of the service require it, to assist in the Central laundry, processing clothing and bed linen.

To carry out the above duties according to the frequencies specified in Work Schedules, or as directed by Housekeeping Management.

To report any occurrences which may prevent these duties being carried out.

Report any personal accidents/untoward incidents to the Housekeeping Supervisor, Team Leader immediately.

To leave equipment and machinery in a clean condition, reporting any defects to the Housekeeping Supervisor / Team Leader

To have knowledge of the School's Health and Safety policy, carrying out duties in a manner which is safe for all.

To carry out other duties required by the Housekeeping Manager which may not be shown on the Work Schedule, but which are within the scope of the job.

To attend any on-site training sessions organised by the Department.

To be responsible for promoting and safeguarding the welfare of children and young persons they come into contact with whilst at work.

CHILD PROTECTION AND SAFEGUARDING CHILDREN

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy, the Staff Code of Conduct, and related documents (available at www.chethams.com) always. If, while carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal (NS).

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students.

I agree that I have read and understood the above job description

Employee's Name .....

Employee's Signature .....

Date .....

Housekeeping Assistant	**Requirements/ Specification**
	Essential
Previous Experience of working in a busy domestic environment	**E**
Previous Experience of working with a Rotary floor scrubbing machine	**E**
Clear spoken and written English	**E**
Excellent Time Management	**E**
Ability to work on own initiative and able to cope with periods of pressure and change.	**E**
Flexibility with regards to working hours, practices and sharing of duties with other members as and when required.	**E**
Reliable, conscientious and willing to work as part of a team.	**E**
Well organised, with an honest and confidential personality	**E**
Suitability to work with children.	**E**
	Desirable
Previous experience of working with children	**D**
Previous experience of working in a school /college or hotel environment	**D**