**BOWER GROVE SCHOOL**

**JOB DESCRIPTION**

**Name:**

**Post Held:** Housekeeper

**Line Manager:** Site Manager

**Pay Range:** BGS 4

**Hours of Work:** 9.30am – 2.30pm Monday to Friday 25 hours per week. Term time only

**Purpose of the Job:** To support the Site Team in maintaining a clean, tidy and safe environment for pupils and staff. To assist in the day to day routines and timetable to ensure the smooth running of the school day and events.

**Duties and Responsibilities:**

To include but not restricted to:-

* Setting up the main hall for assemblies, lunchtimes and meetings to include erection of dining tables and chairs.
* To assist with lunch duties in terms of clearing, sanitising, serving drinks.
* To clear away the Hall leaving it clean, tidy and safe.
* To regularly clean and maintain staff areas and meeting rooms in school, including cleaning of fridges, microwaves and other kitchen utilities. Replenishing refreshments stocks.
* To replenish domestic stocks to designated areas around the school, staff and pupil toilets, communal areas as directed.
* To regularly clean windows internally
* To undertake other general domestic /cleaning duties as and when required to assist the site team.

This will vary dependent upon the needs of the school at any given time.

* To assist the Site Team in preparation for and clearing away after events held during the school academic year.
* To respond quickly to emergencies e.g. fire alarms, spillages, breakages.
* To provide support for Covid ‘Lateral Flow Testing’ (LFT) should the requirement to test in school be resumed.
* To assist the Site Team in covering for absence which may involve additional duties outside of normal day to day routines.

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.

Signed: …………………………………………………………………….. Date: ……………………………………………

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 *(Head Teacher)*