



## **Housekeeper Job description**

### **Key Responsibilities**

- Clean classrooms, offices, bathrooms, hallways, and other school facilities each week.
- Refill supplies such as soap, toilet paper, or clear towels in bathrooms and kitchen.
- Dispose of rubbish and recycling appropriately and ensure waste containers are emptied regularly.
- Ensure all cleaning equipment and materials are stored safely and report any damaged or faulty equipment.
- Follow health and safety procedures and use personal protective equipment (PPE) as required.
- Respond to additional ad hoc cleaning requests.

### **Safeguarding responsibilities**

- Ensure you have read and follow the school's safeguarding policies.
- Ensure you follow the safeguarding procedure and report any concerns.

***These duties may expand over time as the school student numbers increase. Elmley Dray School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

**Name:**

**Signed:**

**Date:**