



# BRADFIELD COLLEGE

## Job Description

<b>Job Title:</b> Housekeeper	
<b>Reports to:</b> Housekeeping Supervisor	
<b>Reportees:</b> None	
<b>Location:</b> Bradfield College / St Andrew's	<b>Department:</b> Housekeeping
<p><b>Main Duties:</b> To ensure a clean, safe and hygienic environment across the College's/School's facilities, including classrooms, offices, communal areas and some residential buildings in-line with the British Institute of Cleaning Standards (BRICS) guidelines. This includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Undertaking daily and periodic cleaning tasks as directed by the Supervisor, including dusting, vacuuming, mopping, sanitising surfaces, emptying bins.</li><li>• Cleaning and disinfecting toilets, washrooms, and changing areas.</li><li>• Replenishing consumables: soap, toilet paper, paper towels.</li><li>• Using cleaning equipment and chemicals safely and in accordance with COSHH regulations and training.</li><li>• Reporting any maintenance issues, hazards, or health and safety concerns to the Housekeeping Supervisor promptly.</li><li>• Ensuring all cleaning materials and equipment are stored securely and safely.</li><li>• Ensuring appropriate personal protective equipment (PPE) is used as and when required.</li><li>• Assisting with deep cleaning tasks during school holidays or as scheduled.</li><li>• Supporting the wider Housekeeping team with ad-hoc duties as required.</li></ul>	
<p><b>Financial Management:</b></p> <ul style="list-style-type: none"><li>• Identifies ways to reduce business costs or improve business efficiency.</li><li>• Monitors project delivery against financial and other metrics.</li></ul> <p><b>Training and Development:</b></p> <ul style="list-style-type: none"><li>• Identifies opportunities for continuing professional development to ensure skills and knowledge are up to date.</li><li>• Undertakes mandatory training required for the role, e.g. Safeguarding Children, Health &amp; Safety, COSHH.</li></ul> <p><b>Relationship Management:</b></p> <ul style="list-style-type: none"><li>• Establishes and maintains effective professional relationships with colleagues.</li><li>• Supports and enables own and colleagues' performance management.</li><li>• Able to demonstrate professional behaviours and college values.</li><li>• Ability to work as part of a team and independently.</li></ul> <p><b>General:</b></p> <ul style="list-style-type: none"><li>• Ability to organise own workload to meet targets and deadlines.</li><li>• Ability to communicate effectively.</li><li>• Flexibility to travel between sites (Bradfield and St Andrews) if required.</li><li>• Demonstrates attention to detail skills.</li><li>• Ability to work effectively under pressure and adapt to changing priorities.</li></ul>	

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| <ul style="list-style-type: none"><li>• Ability to maintain confidentiality.</li><li>• Flexibility to undertake duties in another work area dependent on the needs of the business.</li></ul>   |
| <p><b>Qualifications and experience required for this role:</b></p> <ul style="list-style-type: none"><li>• Experience in a cleaning or facilities role is preferred but not essential.</li><li>• Knowledge of infection control procedures is preferred but not essential.</li><li>• Experience of working in an educational setting is preferred but not essential.</li></ul> |
| <p><i>This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the college. The post holder will be expected to participate in this process and we would aim to reach agreement to the changes.</i></p>  |