

JOB DESCRIPTION

POSITION:	Housekeeper
HOURS OF WORK:	10.30am to 2.30pm – Mon, Wed, Fri 10.30am to 5pm – Tues, Thurs Term Time (34 weeks)
RESPONSIBLE TO:	Housemaster/Mistress (Leeman's & Riding's Houses)
SALARY:	£7,511 per annum (£8.15 per hour)

MAIN DUTIES AND RESPONSIBILITIES

1. Check that pupils are behaving in an acceptable manner at all times.
2. Supervise pupils during breaks (ie morning break and Lunchtime).
3. To be a listening ear and have proactive approach to developing positive relationships with pupils.
4. Checking all rooms for debris and picking up any litter from the floor and clearing up major spillages.
5. Cleaning the Housemaster/Mistress's offices and Tutors room.
6. Reporting any suspicious behaviour or observations to the Housemaster/Mistress and to provide a sympathetic presence in the House.
7. Overseeing morning break time tuckshop. Managing the pupil kitchens and replenishing supplies available to pupils.
8. Taking phone calls and messages for the Housemaster/Mistress and ensure effective communication of such.
9. Reporting any House maintenance or repairs to equipment to Housemaster/Mistress, Maintenance Supervisor or Domestic Services Manager as appropriate.
10. Taking pupils to hospital, dental and emergency appointments as required and only when adult cover is available in the house.

11. Any other reasonable duties as directed by the Housemaster/Mistress.
12. To contribute to the induction arrangements for new pupils joining the Houses; to ensure that any settling in problems are resolved.
13. To assist with the clearing up and cleaning of the House after and before terms.
14. To deal with House lost property (clothing, shoes etc.).
15. To be responsible for setting off the alarm for a Full School Evacuation if necessary during duty hours.
16. Ensuring you are available and contactable during working hours (Mobile Phone will be provided) to deal with emergencies across the Aldenham site (Senior School).

Essential

Good communication Skills
Assertiveness
Ability to prioritise
An understanding of Safeguarding
Good telephone manner

Desirable

Previous School Experience
First Aid certificate

This Job Description is not exhaustive and may vary slightly from House to House.