



AMESBURY SCHOOL  
HINDHEAD



## **JOB DESCRIPTION**

### **HOUSEKEEPER**

### **ABOUT US**

Amesbury is an independent co-educational day preparatory school catering for pupils between the ages of 9 months and 13 years.

The main catchment areas for the school include Godalming, Haslemere, Midhurst, Petersfield and Farnham. The area is marked with outstanding nursery and school provision. Despite intense competition Amesbury has continued to be one of the strongest preparatory schools in the area and features in the Good Schools Guide. The School was last fully inspected by ISI in September 2017 and compliance inspected in July 2022. It was judged to be excellent in all categories and subcategories and fully compliant.

Children left the school in July 2023 for over 21 different senior schools, reflecting Amesbury's independence, and there have been over 50 scholarships awarded to Amesbury pupils in the last three years. Since 2017 the school has invested over £3m in capital expenditure projects.

Amesbury is a day school, Monday to Friday. Registration is at 8.15am and school closes at 6pm. 5.45pm.

The school has a special energy and the people who work here are completely committed to both Amesbury as a school and as a place.

## **SCHOOL AIMS**

Our principal purpose is quite straightforward. It is simply that we want every child to enjoy his or her time at school; to feel valued as individuals, in an environment where their talents can prosper to the benefit of the community, so that when the time comes to leave us, each child will so with confidence high, skills sharpened and personalities rounded.

More specifically we aim to:

- Develop in every child the necessary skills, aptitudes and abilities to enable them to become emotionally resilient independent learners.
- Develop a caring community within the school by encouraging commitment, courtesy, cooperation, tolerance and compassion towards one another whilst understanding that each individual is a member of a wider community.
- Promote and nurture a close relationship between home and school in the partnership of education.
- Provide all stakeholders with a model of organizational excellence.
- Create the circumstances in which all members of staff have the opportunity for personal development and feel able to make the fullest of contributions to school life.
- Fulfil our social and environmental responsibilities to society.

## **PERSONAL SPECIFICATION**

Ideally you will:

- Have the self-confidence, style, and communication skills to represent the school effectively to both parents and staff.
- Be able to maintain personal drive and energy, and to complete projects through to the end.
- Be the absolute opposite of a clock watcher, wanting to go the extra mile and be able to convince others to do the same, with a 'can do' attitude.
- It is the job holder's responsibility for promoting and safeguarding the welfare of children for who s/he is responsible, or with whom s/he comes into contact, to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the role, the job holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

## OVERVIEW

This is a part time role of 32.5 hours per week timings to be discussed. The role is term time only, however, will include 18 working days spread over the school holidays.

## REQUIREMENTS

- Previous experience in a cleaning environment
- Previous experience of managing a team, desirable but not essential
- The ability to implement and adhere to standards and procedures
- Health and Safety experience
- Good interpersonal skills

## REPORTING

The Housekeeper reports to the Facilities Manager.

## RESPONSIBILITIES

Specifically, you will:

- Comply with school standards on personal hygiene and appearance and food hygiene
- Supervise all the cleaning staff on their performance in terms of standards of cleanliness and their working attitudes and behaviour.
- Be responsible for outside contract cleaners.
- Ensure that a first class cleaning service is delivered to all areas of the buildings.
- Review staff work schedules and amend when staff are off sick or if school has events.
- Be responsible for ordering cleaning materials and keeping COSHH records up to date and carry out quarterly stock takes.
- Ensure all risks assessments are in place and reviewed on an annual basis.
- Be responsible for dealing with associated outside contractors
- Be responsible for the cleaning of specific school areas.
- Be responsible for the laundry, ironing and repairs.
- Be responsible for reporting equipment requiring servicing/maintenance.
- Assisting in the wash up area during meal times as and when required.
- Helping out with School functions as and when required.
- Comply with any reasonable requests from the Facilities Manager.
- Attend training sessions as and when required.
- Help out with cover for colleagues in their absence.
- Conduct regular inspections of school accommodation
- Conduct regular site checks with the Maintenance Supervisor
- Order uniform for support staff
- Organise holiday cleaning schedules

## **CHILD PROTECTION / SAFEGUARDING**

Amesbury is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce.

All successful applicants will be required to complete an enhanced DBS check which must be maintained throughout the period of employment.