



## ST RICHARD REYNOLDS CATHOLIC COLLEGE

ST RICHARD REYNOLDS CATHOLIC PRIMARY SCHOOL  
ST RICHARD REYNOLDS CATHOLIC HIGH SCHOOL

### Mission Statement:

**Our Mission is, as a Catholic community rooted in the love of Christ, to help each other to become the person whom God has created us to be.**

### Our Vision:

**St Richard Reynolds Catholic College is a place of learning where our young people come first, but where everyone is loved, listened to, challenged and inspired.**

### Job Description for Housekeeper

**20 hours per week (10am-2pm or 10.30am-2.30pm)**

**39 weeks per year (term time only)**

#### Purpose of the post:

- To ensure that college facilities are kept clean, sanitised and tidy and maintain a safe and secure environment for students and staff.

#### Duties:

- Check all student toilet areas at least twice during each shift
  - toilet rolls, sanitisers and soaps top-up as required
  - air fresheners
  - Rectify any damage or graffiti if possible otherwise report to Premises Mgr
  - Keep daily checklist signed and dated for each toilet area
- Check staff toilets as above at least once per shift
- Check staff workrooms/kitchens at least once per shift
  - Keep tidy and clean
  - Stock up hand towels, washing up liquid, dishwasher tablets, salt, rinse aid as needed
  - Load/unload dishwasher as needed
  - Check clean wash sponges and cloths
- Check Main Reception Area is tidy at least once per shift
  - Clear any rubbish or leaves
- Mop up spills, sweeping, vacuuming as needed during shift
- Litter picking as needed
- Respond to ad hoc requests
  - cleaning after student illness
  - outside cleaning e.g. foxes, birds
  - Clearing any health & safety hazards e.g. sticks, spillages
- Emptying any outside full bins
- Reporting any defects or hazards to the Site Manager
- Being vigilant for potential security breaches and report it to the site team
- Support site team with any set up required
- Assist any other reasonable duties as requested
- Have a keen eye for detail and be able to work well independently and as part of a team and have a positive attitude

***This job description will be reviewed annually as part of the performance management review process, or more frequently if necessary. It may be amended at any time after consultation with the post holder.***