



## JOB DESCRIPTION

### Housekeeping

**Job purpose:** Ensuring a high standard of cleanliness is achieved within the school and throughout by carrying out routine cleaning duties as specified below.  
To work within all Health and Safety guidelines to ensure a safe working environment  
To undertake any training required

**Status:** Part time, term time only including 4 weeks deep clean

**Core hours:** 3 hours a day, 4.00pm - 7.00pm, Monday to Friday

#### All staff are expected to:

- Follow the School's Safeguarding policy and procedures
- Ensure to sign in and out of the school via the sign in app
- Have due regard for Health & Safety within the School

#### Key Responsibilities

- Ensuring a high standard of cleanliness is achieved within the school and throughout
- To work within all Health and Safety guidelines to ensure a safe working environment
- Fill and replenish toilet tissue, soaps, hand towels etc. to the required standard
- Clean all equipment to ensure in good working order
- All areas to be cleaned to a high standard.
- Hand basins and taps to be cleaned and dry polished
- Swimming pool shower trays to be cleaned inside and out
- Toilet/urinals, cisterns and grip rails to be damp wiped
- WC pans to be brush cleaned and descaled
- Waste paper bins to be wiped over, emptied, bin liners to be removed and replaced
- Refuse removed to be taken to bin store
- Mirrors to be wiped, polished, free of marks and smears
- Hand dryer, paper towel holders, toilet roll dispensers, soap dispensers and sanitary bins to be wiped clean
- Sweep and mop all hard floors
- Carpeted floors to be vacuumed, paying attention to the corners, edges and behind all doors
- Dust or damp wipe all accessible tables, ledges, sills, chairs and fixture and fixings below 2 metres
- Deep cleaning to be carried out, specification attached

#### Person Specification

The successful candidate will have the following attributes:

- Enthusiastic individual possessing drive, energy and commitment with a keen eye for detail
- Ability to use own initiative and prioritise tasks
- Approachable and courteous

**NB** This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

Copthorne Prep School is committed to safeguarding and promoting the welfare of children and the successful candidate will be subject to checks by the DBS and past employers.

July 2025