



The following is an outline of the School Housekeeper.

This is a permanent, term-time only, position and the hours will be 0700 to 0900 (mornings) Monday to Friday. Occasionally you may be required to work extra hours. This is a term-time position starting immediately. The rate of pay is £12.53 per hour and any extra time is £13.53 per hour.

The main duties will include:

1. Provide a high standard of cleanliness throughout the school
2. Vacuuming carpeted areas and washing floors
3. Emptying and cleaning bins
4. Spot cleaning of spillages
5. Cleaning desks, seats, skirting boards and dining rooms
6. Cleaning toilet areas and replenishing toiletries
7. Cleaning doors and window frames
8. Reporting all defects/hazards immediately to the Bursar

Skills and experience you will need:-

9. A reasonable level of fitness
10. A reasonable level of spoken English
11. Punctual, reliable and trustworthy
12. Able to manage time effectively
13. Ability to work both alone and in a team
14. Awareness of Health and Safety procedures

The successful applicant (s) will need their own transport to the school and agree to an enhanced DBS reference being obtained.

This Job Description covers the main duties and responsibilities of the job. The appointee may from time to time undertake other activities commensurate with this Job Description.

Previous experience in a cleaning role is desirable, however training will be provided where required. A willingness and enthusiasm to be part of a hard working team and taking pride in their work are essential.

Safeguarding and Child Protection

The post-holder's responsibility for promoting and safeguarding the welfare of children whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy and Child Protection Statement at all times. If, in the course of carrying out the duties of the post, the post-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 to the Headmaster.

The successful candidate will be required to provide an enhanced DBS check. In seeking references on short-listed candidates, the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

Procedure for application

Applications should be made by way of a covering letter and completed application sent to either bursar@stmicheals.ie or The Bursar, St Michaels's Preparatory School, La Rue de la Houquette, St. Saviour JE2 7UG.

All candidates are welcome to contact Chris Lanyon on 857625 for further clarification of the role and responsibilities.

The appointment will be conditional upon satisfactory references being received and pre-employment checks being completed.