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An All-Through Independent Day and Boarding School for Girls in Eastbourne



## *The post of Housekeeper*

### **The Role**

Reporting to the Domestic Bursar, as a team member of the Housekeeping Department, clean and maintain all designated areas thoroughly. To ensure the cleanliness and presentation of the Boarding House is of the highest standard taking account of the student private study arrangements and their personal space and belongings.

### **Main Duties**

- Daily cleaning and housekeeping in designated areas, liaising with Housekeeping Supervisor as necessary.
- Cleaning all areas to ensure School is presentable at all times.
- Reporting maintenance issues to Housekeeping Supervisor
- Any other duties reasonably requested by Domestic Bursar/Head of Operations

### **Person Specification**

#### **Essential**

- Sound teamwork ethic
- Good communication skills
- Flexible and conscientious
- Able to work on own initiative
- An appreciation of all Health & Safety considerations

## **Package**

Salary based on: Roedean Moira House Pay Scale, £7.91 per hour

Hours: Working 27.5 hours per week, Monday- Friday 6.30am- 12.00pm, Term Time Only plus 3 weeks for International School Lets.

*Other benefits include:*

- Contributory pension scheme after 3 months
- Remission of fees for a daughter attending the school, in line with the current policy of the Governing Body, subject to the usual standards and procedures for admission
- Free school meals whilst on duty
- Death in service benefit after 6 months

## **Safeguarding**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy 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, if he/she is the School's DSL, to the Principal and relevant agencies.

Roedean Moira House is an equal opportunities employer and is committed to the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to a prohibition from management check, an enhanced DBS check and a safeguarding interview.

## **Appointment details & how to apply**

Applicants must complete the application and return it to or via post to Claire Mansel, School Office & HR Administrator, Roedean Moira House, Upper Carlisle Road, Eastbourne, BN20 7TE.

The deadline for applications is Wednesday 6 February 2019.

Due to the need to appoint quickly we reserve the right to interview at any time.

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend/alter this, those concerned will be consulted.