

House Keeping Assistant

Job Description & Person Specification



RENAISSANCE EDUCATION
Specialist Therapeutic Schools



Approved by: Jayson Rawlings

Last reviewed on: September 2025

Next review due by: September 2026

Housekeeping Job Description

Title: House Keeping Assistant

Salary Scale: £24,863.00 (FTE)

Hours/Basis: 15 hours a week - 39 + 3 weeks (hours to be discussed)

Location: Renaissance Education

Accountability Senior Leadership Team
School Business Manager

Purpose & Objective

Your key responsibilities will include:

As our School Cleaner, you will play a crucial part in supporting the students by keeping the classrooms, and communal area is clean and ensuring that students are learning in a hygienic and safe environment.

You will be required to work in all types of rooms within the school, including offices, classrooms, kitchen, showers, halls, corridors, and toilets. Ensuring that areas are cleaned to the highest standards at all times and equipment is stored correctly

As a member of the school team, you will ensure school policies, processes and procedures are always followed, ensure high quality service delivery is always maintained and work effectively with all internal and external stakeholders.

Responsibility:

Support for pupils/students (either individually or in groups)

- Vacuum cleaning, sweeping, and mopping of floors
- Spot cleaning of spillages
- Wiping furniture, ledges, pipes, paintwork, doors, and polishing door glass
- Emptying and cleaning bins (daily)
- Cleaning toilets and showers including sanitary fittings and surrounds
- Mopping and spray cleaning hard floor surfaces
- Wiping, dusting, cobweb removal, polishing banister rails spindles and wood surrounds.
- Cleaning of internal windows
- Replenishing janitorial supplies in toilets, etc (daily)
- Checking and closing windows, switching off lights after work and ensure the building is secure on exit
- Ensuring areas are clean and tidy for the next day
- Such other duties as may be allocated from time to time
- To work throughout the service as required.
- Ensure all areas are cleaned and maintained in line with Health and Safety legislation.
- Ensure you comply with Health & Safety legislation and all practices and procedures are conducted in a way that meets the relevant requirements for the wellbeing of others.

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- To participate in appropriate professional development including adhering to the principle of performance management.

Support for the Wider School Community

- To work collaboratively with colleagues as part of a professional team
- To assist in the general efficient operation of the school, including ensuring the school is clean, tidy, and compliant with Health and Safety Standards
- To attend staff meetings, participate in appraisal arrangements and undertake training and development activities (as and when required)
- Review and develop own professional practice including online social media presence
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or comes into contact with
- To ensure their tasks are carried out with due regard to Health and Safety.
- To undertake and contribute to the risk assessment of the environment and activities, ensuring that pupils and staff are safe at all times.
- To maintain an up to date knowledge of school policies and working practices.

Training expectations:

- To make a commitment to your own professional development, undertaking training that is identified through appraisal and the school development plan
- To participate in appropriate professional development including adhering to the principle of my appraisal.
- To undertake regular training and implement school policies and procedures including:
 - Child Protection Training
 - SEND Specific Training
 - First Aid Training
 - Health and Safety
 - Fire Safety
 - Risk Assessment
 - COSHH

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- To report any safeguarding concerns to the DSL and/or DDSL and record on MyConcern.

House Keeping Assistants are required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the House Keeping Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

Person specification

Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise;

C= Certificates

CRITERIA	QUALITIES	MOA
Qualifications and training	No formal qualifications.	A.F/I/C
	Desirable: Health and Safety Risk Assessments COSHH First Aid	A.F/I/C
Experience	Experience working in a school environment or other educational setting - <i>desirable</i>	AF/I
	Experience working with and supporting children / young people with Autism and/or SEMH needs - <i>desirable</i>	AF/I/T
	Experience of cleaning within a school and/or special needs environment – <i>desirable but not essential</i>	AF/I
	Understanding of health and safety requirements.	AF/I
	Knowledge of Safeguarding	
	Ability to work well in a team and on own initiative	
	Demonstratable attention to detail and pride in work	
Skills and knowledge	Good organisational skills	AF/I/
	Ability to establish positive relationships with pupils and staff and empathise with their needs.	
	Good verbal communication skills & active listening skills	AF/I
	The ability to remain calm in stressful situations	AF/I
	Ability to work professionally, effectively, and supportively as a member of the school team.	AF/I

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Personal qualities	Enjoyment of working in a school environment	AF/I
	Sensitivity and understanding, to help build good relationships with the school team and children	AF/I
	A commitment and passion for providing a safe, clean, and tidy environment for our team and children to learn.	AF/I
	Able to work on own initiative or part of a team	
	Commitment to maintaining confidentiality at all times	
	Commitment to safeguarding pupil's wellbeing and equality	
	Resilient, positive, forward looking, and enthusiastic about making a difference	
Training	Willingness to participate in further training and developmental opportunities offered by the school to further knowledge.	AF/I

***The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
This role is subject to references and an enhanced DBS check.***

Declaration

I _____ (Insert Full Name) have received, reviewed, and fully understand the job description for the House Keeping Assistant position at _____

I further understand that I am responsible for the satisfactory execution of the essential functions described there in under any and all conditions described.

Employee Name (Please print full name) _____

Employee Signature _____ Dated _____

Headteacher/line manager _____ Dated _____