



Advertisement: **HOUSEKEEPING ASSISTANT**

We are looking for TWO reliable and conscientious cleaners to work for 4 hours in the late afternoon/early evening, as it suits you, between the hours of 4 pm and 11pm, term time only. The rate is **£12 per hour**, with free supper and holiday pay. This is a very friendly school with excellent facilities, and the cleaning is not heavy.

Please call for more information: **01825 792008 / 07960 308 016**

Email: hr@cumnor.co.uk

Please note that Cumnor House Sussex is an equal opportunities employer, committed to safeguarding and promoting the welfare of children. An application form will need to be completed and references taken up before interview; a satisfactory enhanced DBS certificate will be required, along with other security checks.

Statement of Duties and Responsibilities:

HOUSEKEEPING ASSISTANT

Reporting to: Housekeeper; Head of Finance

Purpose of the role: To provide cleaning and housekeeping services as directed by the Housekeeper, including classrooms, changing rooms and communal areas.

General duties are to:

Work responsibly, conscientiously and with care, at the Housekeeper's direction, as a cleaner, according to the schedule given and to the standard required.

Maintain the condition of all cleaning equipment and report any problems, including equipment that doesn't work, security doors which don't lock or open, light bulbs, blocked drains, etc. to the Housekeeper.

Make sure the cleaning cupboards are tidy and locked after use, ensure that all cleaning chemicals are kept secure from pupils; report shortages to the Housekeeper.

Arrive promptly, 'clocking' in and out of each shift; ensure that all areas of the site are locked and alarmed after exit, and lights are turned off.

Bear in mind the points on your induction sheet, particularly as regards health and safety, including keeping your Safeguarding training up to date.

Hours: Four hours per evening between the hours of 4pm and 11pm, Monday to Friday during term time. Meals are provided during term time.