



Brentwood School

Housekeeper (Roden House)

Department:	Roden House is the private School residence of the Headmaster and his family.
Hours:	17 hours per week. The exact working hours and days to be agreed with the Headmaster's wife. There is a requirement for the post holder to be flexible so that events and functions are covered adequately.
Report to:	Headmaster's Wife
Job Purpose:	The position involves the full range of housekeeping duties to ensure the smooth running of Roden House which is the residential family home of the Headmaster.
Key Responsibility /Accountability	<ul style="list-style-type: none">• Ensure that all cleaning materials and equipment are maintained in a safe, clean and efficient working condition. Where an item of equipment requires repairs, this repair should be reported to the Headmasters' wife• Wear protective clothing in accordance with COSHH and Health and Hygiene guidelines
Daily Duties	<ul style="list-style-type: none">• Tidy Drawing Room.• Clean bathrooms and downstairs cloakroom, including the toilets.• Maintain the cleanliness of kitchen floors and clean kitchen, including appliances, as necessary• Empty bins and secure waste in the designated area• Tidy, vacuum, dust and polish rooms as directed.• Make beds, changing linen as required.• Sorting washing, load and unload machine taking care to use correct temperatures depending on types of fabric.• Ironing and pressing of clothing and linen as necessary.

	<ul style="list-style-type: none"> Stack and operate the dishwasher according to manufacturer's instructions, unloading and putting away the items when clean.
Weekly/Periodic Duties	<ul style="list-style-type: none"> Clean fire grates during winter months. Clean wooden floors. Clean silver and brass. Clean refrigerators. Help to prepare for, set-up and clear-away after events/functions. Launder bed linen and towels. Periodic laundering of net curtains. Maintain the guest beds for use, including stripping used linen and replacing as necessary. Clean out cupboards. <p>Clean interior windows which do not require the use of a stepladder.</p>
Person Specification	<ul style="list-style-type: none"> Previous housekeeping experience within a domestic home environment is desirable, but not essential. A positive commitment to high standards of housekeeping whilst respecting the individual wishes of the Headmaster and his wife. Able to work on own initiative and prioritise work schedules. Reliable, punctual and trustworthy. Good communication skills. Excellent personal integrity and respectful of confidentiality. Enthusiastic and hard-working.
	<p>To be committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment by complying with the School's Child Protection Policy at all times and to report any concerns to the Line Manager or the School's Child Protection Officer</p>