



JOB DESCRIPTION

Job Title: Housekeeper/Cleaner
Department: Housekeeping
Reporting to: Housekeeping Supervisor
Job purpose: Responsible, under the direction of the Housekeeping Supervisor, as part of a team, to undertake the cleaning of designated areas within the school and to ensure that they are kept clean and hygienic.

Main duties:

- Cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of the designated areas (which may include toilet and shower areas), fixture and fittings, using where appropriate, powered equipment.
- Area to be covered as directed by the House Keeping Supervisor
- Any other duties as requested by the Housekeeping Supervisor

Additional duties:

- All duties must be carried out to comply with The Health and Safety at Work Act; statutory and company instruments and regulations and other legal requirements.
- To attend meetings and training sessions as required.
- To maintain a helpful and friendly manner.
- To be flexible to the needs of Ludgrove and amend in certain circumstances the hours of work.

Note: These duties and responsibilities are intended as a guide only and are not an exhaustive list as all staff are expected to undertake any reasonable task or responsibility as required by the School.

Hours to be worked between 8:00am and 3:00pm Monday to Friday (term-time only plus a maximum of 27 deep cleaning days at the beginning and end of the terms). Between 23 and 28 hours per week.

Six weeks paid holiday per year pro rata.

Ludgrove is committed to building a truly inclusive school and cultivating a culture of equality, diversity and kindness. We believe that a diverse staff body reflects and supports the diversity of our students and wider society.

We are an equal opportunity employer and in recruiting for our team, we welcome the unique contributions that you can bring. We are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All offers of employment are subject to satisfactory pre employment checks including an Enhanced DBS check

Prepared by: Malcolm Heppollette

Date: Sept 2026