



BROOKE HOUSE COLLEGE
ENGLAND

Post: Summer School Housekeeping Assistant

Reports To: Head of Housekeeping

Salary: National Minimum Wage

Hours: Up to 40 hrs a week

Dates: 25th June 2025 – 24th August 2025

General Description of Post:

To ensure students have a clean, safe and homely environment in which to board

Purpose:

To support the Head of Housekeeping in ensuring high standards of cleanliness and hygiene are maintained throughout the Brooke House College Campus.

Main duties:

Specific housekeeping duties will include, but are not limited to:

- Stripping, cleaning and re-making beds.
- Cleaning bedrooms, corridors, and kitchen and bathroom areas in designated properties.
- Cleaning classrooms and communal areas in designated properties
- Correctly using and storing equipment and products for housekeeping tasks, in line with COSHH and H&S regulations.
- Vacuuming designated areas at agreed times.
- Emptying bins and removing rubbish on a daily basis.
- Cleaning toilets and public areas.
- Re-stocking supplies as required.
- Checking stock and reporting any concerns to the Head of Housekeeping.
- Alert Head of Housekeeping as soon as possible to areas that have not been or cannot be cleaned.

Health & Safety Contractual Obligations:

- To work in line with Brooke House policies and procedures at all times
- To maintain health and safety of self, and others, at all times
- To safeguard all students who access Brooke House College, at all times
- To complete daily housekeeping tasks to a high standard, in line with Head of Housekeeping's instructions and daily schedule sheets
- To take pride in work and remain positive with a 'can do' attitude
- To report any incidents of sickness, or absence, following the college's sickness and absence procedures

Further responsibilities:



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- Report any outstanding maintenance issues using the Smartlog system as soon as possible
- Report any damage immediately to Head of Housekeeping
- Ensure properties are safe when leaving – locking doors and windows, securing property
- Report fire hazards immediately to Head of Housekeeping
- Ensure fire escapes are kept free from clutter at all times
- Work as part of a team, sharing duties and tasks fairly
- Respect colleagues and Head of Housekeeping at all times
- To act and look professional at all times
- To take breaks at allocated times
- To complete weekly timesheet and return to Head of Housekeeping

Other Duties:

The post holder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time.

Such variations are a common occurrence and would not justify the re-evaluation of a post.

Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

Performance Management

- Participate fully in the College's Performance Development Appraisal process and meetings and attend relevant and compulsory training as requested

Knowledge, Skills and Experience

- Keep up to date with developments relating to your area
- Review and maintain your own professional practice through agreed development activities. CPD opportunities will be offered and financial support is available
- Ensure statutory requirements are met, adhering to the College handbook and practices

College Policy

- Contribute to the development of (as required), and adherence to all College policies
- Support the College ethos and values and always consider the reputation of the College, staff and students
- Assist, along with all other College employees, with school duties as appropriate in accordance with the College's business needs

Personnel

- Communicate effectively, positively and professionally with all members of the team
- Work collaboratively with other staff and promote mutual respect



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This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may, therefore, be altered from time to time to reflect the changing need of the service, always in consultation with the post holder.

We are an inclusive College and strive to be a learning, caring and thriving institution.

We take the responsibility to our students seriously at Brooke House College and all staff are expected to commit fully to the safeguarding of students and staff.

All staff have a responsibility for their own health and safety and for that of others who may be affected by their acts or omissions. Staff are required to adhere to all health and safety regulations, guidance and procedures at all times.

Brooke House College is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS clearance is required for all staff.