



Housekeeper

Job Description

The School

Twyford is a long-established, progressive, and forward-thinking prep school in the village of Twyford on the outskirts of Winchester. The School is Independent, co-educational, has over 400 pupils between the ages of 2 – 13, and offers boarding for the older children on our 25-acre site. The School employs approximately 112 staff. Further details of the School may be seen on the web site at www.twyfordschool.com

- Job Purpose:** This role is key in supporting the Boarding House, Matrons, Catering and Sport's Department by providing a top-quality housekeeping service. Occasionally, the role will assist other parts of the School too.
- Core Hours:** We are looking to cover 5 hours each day, Monday to Friday during term time plus 5 hours each day, for one week at the beginning and end of each term plus 3 hours on Saturday during term-time with a small degree of flexibility. There is a degree of flexibility in the times.
- Hourly Rate:** £9.00 - £9.58 per hour
- Paid Holiday:** 28 days plus bank holidays (pro-rata for part time members of staff)
- Start Date:** As soon as possible
- Reporting Line:** The Housekeeper will report to the Bursar through the Estates Manager.
- Further Details:** For an application form and further details, please email the Estates Manager, Karen Matthews, on kmatthews@twyfordschool.com

DUTIES AND RESPONSIBILITIES

Laundry

- You will be using industrial washing machines, ensuring they are cleaned daily together with the daily cleaning and de-fluffing of the tumble driers.
- Laundering a range of items including pillowcases, duvet covers, mattress protectors, shower curtains, school uniform, sports kit, personal items and towels.
- Ironing shirts and folding all other items after tumble drying.
- Undertaking small repairs where practicable.
- Marking items with a laundry pen as required.
- Assisting with the putting away of the laundered items
- Ensuring the working area is left clean, tidy, and safe at the end of each working session.
- Ensure all laundry is cleaned and put away at the end of each term.

Cleaning

- Dusting, polishing, vacuuming, and mopping surfaces and floors within the Boarding House – individual rooms and common areas.
- Cleaning bathroom and shower areas.
- Provide a deep clean of all boarding areas prior to the beginning of each of each term
- Provide ad-hoc cleaning as and when required around the School site.

General

- To take part in any training programmes as identified by the School.

All staff are expected to:

- Follow and promote the School's code of conduct, safeguarding policy and procedures and to ensure the wellbeing of all pupils is their highest priority.
- Contribute to the day-to-day running of the School and follow its policies and procedures, having due regard for the Health and Safety of self and others.
- Take an active role in ensuring the realisation of the School Development Plan
- Treat each pupil and each other as individuals with courtesy and respect.
- Take part in relevant training programmes identified by the School.
- To work in a co-operative, diplomatic and flexible manner.
- To carry out any other reasonable duties as requested by the Head or Bursar.

Hours of Work

This job may suit one person or could become a job-share with one or two others.

We are looking to cover 5 hours each day, Monday to Friday during term time plus 5 hours each day, for one week at the beginning and end of each term plus 3 hours on Saturday during term-time. There is a degree of flexibility in the times.

The School is considering letting its boarding facilities outside of normal term time for which the laundry and cleaning for overseas residential lettings will be paid as overtime.

Note: This job description will be reviewed annually.