

POSITION DESCRIPTION

HOUSEKEEPER, WALKER HOUSE (STUDENT RESIDENCE)

THE FRIENDS' SCHOOL



POSITION HOLDER:	Vacant
SECTION:	Walker House
POSITION REPORTS TO:	Director of Residence
REPORTS TO POSITION:	Nil
CLASSIFICATION:	The Friends' School (General, Early Learning & Fitness Staff) Enterprise Agreement 2021 – General Staff - Classification TFS Level 6
STUDENT CARE:	Yes - supervision of students
HOURS:	8am – 4pm – based on a 38 hour week Monday, Tuesday and Thursday (30 minute unpaid lunch break)

PURPOSE

The role of Housekeeper is a permanent part-time position in the student residence. This position may require variable working hours and is responsible for the housekeeping within the student residence.

PRIMARY DUTIES

- Ensure that you report any child safeguarding issues with the appropriate mandatory reporting processes and promote a culture where children feel empowered to voice their concerns in creating a child safe environment.
- Liaise with Director or Residential Supervisor for morning handover
- To ensure all breakfast and lunch preparation items are packed up and replenished on Monday to Friday mornings.
- To ensure all students depart for school on time and to support the morning student routine.
- To clean the kitchen and dining room floors, vacuum the entire residence and clean the sinks and floors of the student rooms on a daily basis to the required standards.
- To clean the bathrooms on alternate days, usually Monday, Wednesday and Friday to the required standards.
- To launder the bathroom and kitchen linen on a daily basis, empty bins to required standard, clean interior glass, wipe down surfaces in common areas, dust and ensure the residence is kept clean and tidy.
- To launder student bed linen and towels as per a weekly roster.
- To order and control stock of cleaning products, toilet rolls and tissues, garbage bags, laundry detergent and other household items in line with school guidelines.

- To act as receptionist by answering the telephone and taking messages during the school day and receive and sign off on deliveries.
- To assist with supervision of sick student's home at Walker House during the day, school holidays or students at home for other reasons.
- Under the guidance of the Director, arrange medical appointments and transport students to such appointments when the Director is unavailable to do so.
- To contribute to preparing social events and activities for the residents.
- To assist with supervision during the Term 1 and 3 holidays as required.
- To set up bedrooms for new arrivals and ensure a thorough clean of bedrooms when students depart at the end of the year.
- To observe and action maintenance needs as they arise within the residence.
- To provide relief for the other Housekeeper for sick and other leave if required.

DELEGATIONS

- Nil

SUPERVISION OF POSITIONS

- Nil

KEY RELATIONSHIPS

- Assistant Directors of Residence
- Residence Supervisors
- Students and parents

SELECTION CRITERIA

1. Understanding and experience of the [10 National Child Safe Standards](#) which strive to protect children and young people from abuse and neglect.
2. Proven ability to communicate effectively with students, staff and parents with a genuine warmth and interest in the residential students.
3. Proven experience in domestic cleaning duties, including laundry, in an efficient and thorough manner.
4. Experience in or the capacity to supervise unwell students and provide low level medical care.
5. Have a current Drivers Licence and First Aid Certificate.
6. The ability to work safely in a Boarding House school environment and be fit to undertake the inherent requirements of the position.
7. Show Strong support for the Purpose and Concerns and ethos of The Friends' School.
8. Must hold a current Tasmanian Working with Vulnerable People registration (employment) and provide a National Police Check (less than 6 months old).

C O N F I D E N T I A L I T Y

A School environment is one where you will have access to highly confidential information, therefore it is critical for the School to explicitly state the following:

Definition

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

Your obligations

- You are expected to:
- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the School's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description.

Name:

Date:

Signature: