

Job Description

Position title:	Housekeeper/Cleaner
Organisation:	Jamia Al Huda
Location:	Nottingham
Report to:	Head Teacher
Department:	School & Residential
Status:	Depending on timings
Key purpose of the job:	Cleaning and maintaining the Jamia to make sure that it meets any housekeeping sanitation requirements and provides a comfortable space for all members of the Jamia community.
Duties and responsibilities	
<ul style="list-style-type: none">• Dusting and polishing furniture and fixtures• Cleaning and sanitising toilets, showers/bathtubs, countertops, and sinks• Maintaining a clean and sanitary kitchen area• Making beds and changing linens• Washing windows• Vacuuming and cleaning carpets and rugs• Sweeping/vacuuming, polishing, and mopping hard floors• Sorting, washing, loading, and unloading laundry• Ironing clothing items• Using any cleaning equipment such as vacuums, mops, and other cleaning tools• Keeping bathrooms stocked with clean linens, toiletries, and other supplies• Cleaning mirrors and other glass surfaces• Emptying trash receptacles and disposing of waste• Steaming and cleaning draperies• Washing blinds• Tidying up rooms• Monitoring cleaning supplies and ordering more as needed• Reporting any necessary repairs or replacements	

Key interfaces (with whom you will have regular contact)

- Staff
- Students (if timings are during class or residential times)

Qualification, key skills and experience

- Health and safeguarding awareness
- Experience of working with children or young adults is preferable
- Verbal/written communication skills in English is highly preferred

Personal specification

- Punctuality
- Flexible, practical, able to work in a team and take direction
- Enthusiastic and positive in outlook
- Active listener
- Sense of responsibility
- Ability to work in a calm, effective and efficient manner
- Caring and can do attitude
- Confidentiality
- Reliability in carrying out duties

Contact

For further information please contact:
Admin@jamiaalhudaa.com

This Job Description gives a general outline of the post and is not intended to be inflexible or a final list of duties or responsibilities.