



HALE SCHOOL

JOB DESCRIPTION

Date	June 2026
Position Title	Housekeeper (Casual)
Reports to	Manager - Housekeepers

Summary

The Hale School housekeeping team plays a pivotal role in maintaining a clean, organised and safe environment for boarding students and the boarding community. Providing daily cleaning and laundry services to both boarding houses, you will be part of a friendly and hard-working team of housekeepers and a member of an energetic boarding community. Applicants must have a genuine interest in young people and their welfare.

The successful applicant will be expected to maintain a high standard of hygiene and cleanliness across areas in both boarding houses, including dorms, rooms, kitchens, bathrooms, toilets and common areas.

Work hours are generally weekdays during school term time between 8.30am and 3.00pm with flexibility for additional occasional work during the school holidays.

Responsibilities

Essential Duties and Responsibilities

- Clean the boarding house and surrounds including dorms, kitchen, recreation rooms, corridors, bathrooms, toilets, TV rooms, windows and external courtyards;
- Ensuring laundry is organised for washing collection and distribution.
- Undertake other duties as directed.

Key Performance Areas:

Cleaning:

- Maintain the boarding house environment to agreed standards during; and prior to the beginning of each term.
- Sorting and organising laundry.
- Operate, maintain and repair equipment that is used within the cleaning process such as vacuums and tile Cleaners.
- Undertake safe work practices.

- Assist with other housekeeping and cleaning duties as required.
- Safe use and storage of cleaning chemicals.

Personal:

- Communicate effectively with boarding staff and boarders.
- Observe appropriate standards of behaviour and report any concerns about a boy's wellbeing.
- Advise the Manager-Housekeepers when a boy's room is not neat and tidy.

Financial:

- Maintain and take care of school equipment.
- Minimise waste and use of consumables.

Team Participation:

- Work in collaboration with the housekeeping team to ensure all rostered duties are completed.
- Inform Housekeeper- Manager of any maintenance issues.
- Maintain the ethos of Hale School by acting in a manner that supports the School's Values, Statement of Purpose, Ethos and Anglican framework
- Be aware of and understand the obligations of working in accordance with the School's Child Safety, Mandatory Reporting and Child Protection, Conduct of Conduct for All Staff, Staff Code of Ethics, Emergency and Critical Incident Management Guidelines, Plans, Policies and Procedures
- Follow all duties, responsibilities and relevant policies specific to the management and operations of the boarding community. In particular, understand procedures relating to evacuation, lockdown and emergency management in their work area.

The Headmaster, at his sole discretion, reserves the right to vary your duties at any time. Such a variation of your duties does not constitute a breach of contract or termination of your employment. As part of the School's routine pre-employment practices, the School will contact your referees and/or previous employers to ask specific mandatory questions relating to Child Safety. We also reserve the right to conduct social media checks, as part of this process.

Key Working Relationships

- Manager - Housekeepers
- Boarding Support Coordinators
- Heads of House
- Head of Senior School
- Assistant Heads of House
- Other Boarding Staff
- Other Housekeepers

Qualifications and Experience

- Competencies in cleaning and general housekeeping duties – must complete online module for use of cleaning chemicals prior to commencing role.
- Ability, or willing to learn, to use TEAMS for rostering and timesheets
- Prior experience as a cleaner is desirable but not essential
- No formal educational qualifications are required for this position
- Current Working with Children clearance (or to be obtained prior to employment).
- Current National Police Clearance (or to be obtained prior to employment).

Duty of Care

All staff within boarding owe a duty to take reasonable care for the safety and welfare of all boarders.

The duty is to take such measures as are reasonable in all the circumstances to protect boarders from risks of harm that reasonably ought to be foreseen. This requires not only protection from known hazards, but also protection from harm that could foreseeably arise and against which preventative measures can be taken.

All staff should maintain a safe working environment for themselves and others.

Child Protection

Hale School takes child protection seriously and is committed to supporting the wellbeing of all children and young people, respecting their dignity, ensuring their safety, and protecting them from abuse and other harm.

All candidates for roles at Hale School are subject to rigorous screening procedures and assessment as a condition of employment.

All staff are required to uphold the standards and adhere to the procedures outlined in our Code of Conduct for all Staff, Code of Ethics, Child Safety and Child Protection and Mandatory Reporting Policies.

As part of your duties and responsibility as an employee you will be required to:

- Promote the safety and wellbeing of children and young people
- Ensure your interactions with children and young people are positive and safe
- Provide appropriate support and supervision of children and young people in your care
- Act as a positive role model for children and young people
- Participate in regular performance management and professional learning linked to our Codes of Ethics and Code of Staff Conduct, Child Safety and Child Protection and Mandatory Reporting Policies.
- Maintain an up to date and valid Working with Children Check
- If appropriate meet professional standards for teachers and maintain teacher registration and,
- Report to the Headmaster any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people

The Hale School community has zero-tolerance for child abuse, and all allegations and safety concerns are treated very seriously and consistently with our robust safeguards and procedures.