



## THE BRITISH SCHOOL JOB DESCRIPTION

<b>Job Title:</b> Estates Officer- Public area cleaning	<b>Department:</b> Administration
<b>Reports to:</b> Head of Operations	
<b>Role</b>  Responsible for cleanliness, orderliness and appearance of the Key areas of school: Entrance, Main Reception, Swimming Pool, Parent café, Tuck shop, Canteen shop, Cafeteria Kitchen & Store, Staff pantry, Staff rooms, Staff and Visitor Toilets Basements, Auditorium, Health rooms, Amphitheatre, Play areas and play fields including external car parking area, landscaped area in front and at the rear.	
<b>Key Accountabilities :</b>  <ol style="list-style-type: none"><li>1. Daily inspection of key areas of school, identify gaps in the housekeeping and plugging them.</li><li>2. Daily briefing of FM <b>Executives/ Supervisors</b> in coordination with Estate Officer for key areas.</li><li>3. Responsible for Maintenance of Hygiene and Sanitization of Washrooms</li><li>4. Prepare and monitoring implementation of deep cleaning schedules for various areas by Housekeeping Team.</li><li>5. Ensuring readiness of the school for Monday morning on Sunday.</li><li>6. Responsible for the cleanliness and upkeep of facilities being used for <b>extended school programme</b>.</li><li>7. Daily interaction with key stage offices regarding issues related to cleaning and resolving the same through Estate Officer and FM Team.</li><li>8. Immediately attending to complaints raised.</li><li>9. Monitoring routine flower arrangement in various offices and condition of plants and Horticultural activities on the campus.</li><li>10. Pay particular attention while organizing pest eradication activities.</li><li>11. Develop and implement Housekeeping systems and procedures as per school’s requirement</li><li>12. Prepare reports for management information.</li><li>13. Assist Purchase department in selecting suppliers for items related to Housekeeping.</li><li>14. Attending and resolving guest complaints.</li><li>15. Monitoring on-the job training programs of FM team and evaluate its effectiveness.</li><li>16. Coordinating the preventive maintenance schedule of key areas with maintenance team.</li><li>17. Ensures that the FM Vendor maintains appropriate standards for dress, hygiene, uniforms, appearance, posture and conduct of Housekeeping personnel.</li><li>18. Ensuring cleanliness and aesthetics of the venue before, during and after various events.</li></ol>	
<b>Competencies:</b>  Will follow Admin competencies	
<b>Personal Attributes :</b>  <ul style="list-style-type: none"><li>• Efficient and organised.</li></ul>	

- Calm and resilient under pressure.
- Motivational and collaborative.

#### Qualifications/Experience:

- Diploma/Degree in Hotel Management
- Minimum 5 years of experience in Hotel industry

#### Experience

Relevant experience 3-5 years

**PS: You may be required to support other offices in case of emergency or whole school events.**

*This Job Description does not define all duties and responsibilities of the position and the school may assign other tasks from time to time to help operationalise the role.*

*The school may review and modify or amend the Job Description as needed after discussion with the position holder.*

#### **Safeguarding Information**

*The British School and all its personnel are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo comprehensive child protection screening including but not limited to checks with past employers.*

Job Holder's Signature:

Date:



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Accredited by the Council of International Schools  
India

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