

Job Description – Housekeeper

GRADE 2

Hours – Monday to Friday 8am – 3pm (32.5 hours per week, 52 weeks)

This position is part of the school business team, which includes, administration, exams, catering and premises staff. The team is line managed by the School Business Manager, however due to the nature of this post your day-to-day work will be instructed, in the most part, by our Site Manager.

Job Purpose:

To assist all departments in providing a clean, safe and healthy environment in which are students can

To participate in the school's self-evaluation procedures, including in the evaluation of the impact of your own interventions and work programmes

To act with honesty and integrity

To be self-critical and respond in a professional manner to feedback on performance

Main Duties and Responsibilities:

- To work as a member of the school support team, and contribute positively to that staff team to ensure that high standards of cleanliness and hygiene for staff and pupils are maintained throughout the School.
- Ensure a high standard of cleanliness is achieved throughout the school, including the immediate outside areas are neat and tidy on a daily basis, as tasked by the Site Manager
- To go about your duties with a positive and enthusiastic attitude - to be confident, hardworking, and conscientious, and always promote good practice
- Working alongside Site Manager and School Business Manager provide quality assurance monitoring for premises team
- Complete designated 'deep cleaning' projects during school holiday periods, agreed by Head Teacher, School Business Manager and Site Manager.
- Working with Site Manager complete an ongoing cleaning regime for areas and items not currently completed by the cleaning staff. i.e. internal, external glass, carpets, skirting, light switches, telephones and internal/external walls.
- Ensure the various dispensers including toilet roll and paper towels are checked and topped up daily. Ensure all classrooms have tissues and hand gel. Ensure external hand gel dispensers are checked and re filled regularly.
- Be responsible for ensuring meeting rooms/ therapy room are clean and tidy at the beginning of each day, during the day if necessary
- Cleaning of visitor, meeting room, office and staff room furnishings. Ensuring chairs are clean and safe for use.
- Assisting with general light maintenance tasks as tasked by the Site Manager. Assist handyman as required.
- Be available to provide reactive works, i.e. dealing with broken glass, spills (including dealing with cleaning of sick etc), resetting of doors, removal of offensive graffiti
- Be a qualified first aider, and be available to provide first aid during the school day for students, staff and visitors following school procedure. Liaise with school office where necessary regarding student first aid.
- Be available to provide assistance in the school Kitchen for staff absences, school kitchen events
- Assist kitchen staff with clearing and cleaning following lunch.
- Assist SBM and admin staff for school events. Help set up and clear rooms, ensuring security of site. Be available during event to serve refreshments to staff and visitors. (This would be outside of normal working hours and could equate to approx. 1 late evening per half term.)
- Be responsible for lost property and donated uniform, washing and preparing for resale / donation.
- Be responsible for cleaning of equipment, vacuum cleaners, mops, cleaning clothes, clean and launder as required.
- Maintaining a vigilant approach to potential breaches of security such as unlocked buildings, insecure equipment, open doors and windows and intruders on site.
- Ensure faults and maintenance issues within the premises are identified and reported for repair via school procedure

- Assist School Business Manager with Accident, Incident and Near Miss Investigations as necessary.
- Assist Site Manager with completing Health and Safety inspections and paperwork.
- Conduct daily Health and Safety checks as required.
- Handle chemicals and cleaning equipment carefully. Use all cleaning materials and equipment according to the task they are intended for and in accordance with the school Health and Safety policies and COSHH data sheets. Complying with the safe use of electrical equipment. Use of warning signs where necessary
- Being aware of fire evacuation muster areas locations and use of primary fire-fighting appliances.
- Adhere to school and legal regulations regarding health, safety, fire, and accident reporting. Complying with Health & Safety legislation to ensure a safe working environment for all.
- To wear suitable clothing/uniform and correct PPE as necessary. Follow all Risk Assessment applicable to this position
- Ensure confidentiality for any information obtained relating to staff, parents, pupils and the School.
- Providing cover for the premises team as required
- Other ad hoc duties as directed and which might reasonably be regarded as within the nature, responsibilities and grade of this post as defined and as directed by the Head Teacher, School Business Manager and Site Manager.
- Attending induction, training and any development programmes as requested. Attend Safeguarding Training September of each academic year and refreshers as requested

Whole Academy

- Represent the Academy in a manner consistent with its ethos and values
- Contribute to the whole Academy team effort to ensure that the Academy is a positive learning environment respected by students and all users
- Maintain high professional standards throughout the Academy and contribute to whole Academy policy and practice development

Protection of children

The post is exempt from the Rehabilitation of Offenders Act 1974. Your employment is subject to satisfactory enhanced Disclosure and Barring Service check (with barred list check where applicable) and is subject to the requirements set out in the Education (Prohibition from Teaching or Working with Children) Regulations 2003 (as amended). You are required to inform us immediately if you are the subject of a police investigation or receive any conviction or caution, or any occurrence that may disqualify you from providing childcare under the Childcare (Disqualification) Regulations 2009. Failure to immediately report such information will result in disciplinary action, up to and including dismissal.

Right to hold Personal Data

As part of your conditions of employment, you give the Employer permission to collect, retain and process information about you, such as age, sex, ethnic origin and health records. This information will be used by the Employer for a number of purposes, including but not limited to monitoring the Employer's compliance with the law and best practice in terms of equal opportunity and non-discrimination. Should your personal circumstances change, you must notify the Employer immediately.

Requirement

You will need to have an ability to fulfil all spoken aspects of the role with confidence through the medium of English.

Line Manager : School Business Manager

Person Specification for Housekeeper

Knowledge and Understanding

- Basic health and safety principles, including infection control and prevention, food hygiene and food preparation environments. Awareness and understanding of Health & Safety at Work, COSHH etc.
- Cleaning techniques and equipment
- A commitment to safeguarding children and young people
- Commitment to Continuing Professional Development
- An awareness and understanding of the difficulties students with special educational needs are likely to face
- Understanding of the issues around safeguarding children and young people
- Commitment to demonstrating high expectations of and aspirations for our students

Skills and Abilities

- Able to clean to a required high standard.
- First Aid trained (or willing to train and be an active first aider)
- Able to understand and respond to verbal instructions.
- Able to lift and move heavy cleaning equipment and furniture
- Able to stand; bend and stretch to undertake cleaning duties such as cleaning; sweeping and vacuuming for the duration of the shift.
- Able to work unsupervised.
- Ability and willing to undertake training required to meet needs of this post and identify ongoing training needs, participate in training and evaluate own learning
- Ability to be flexible and adapt to a changing environment
- Ability to liaise and communicate effectively with others in respect of duties of the post and work with them as part of the team
- Excellent communication and customer service skills
- Competent IT skills. Able to compile and respond to emails, complete online forms etc. (Training available on onsite systems)
- Able to work under pressure and to tight deadlines
- Ability to work on own initiative and prioritise demanding workloads accordingly. Able to plan and organise well

Experience:

- Cleaning techniques and equipment relevant to a school environment.
- Experience of administering first aid to vulnerable individuals.

Educational:

- Good standard of English and Maths
- Good understanding and able to use IT to communicate, complete electronic forms, update work schedules, Health and safety templates.