

Job description: Housekeeper/Cleaner

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:	To ensure the efficient cleaning of the School site to a high standard.
Contract/Hours of Work:	Monday to Friday 06.00-08.00 and/or 16.00-19.00 All year round
Pay Grade:	SCP 11b (National Living Wage)
Line Manager	Housekeeping Supervisor
Line management responsibility for	None
Main duties and responsibilities:	<p>Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.</p> <p>Key Performance Areas</p> <ul style="list-style-type: none">• To undertake the following in an efficient and structured manner:• Cleaning walls, floors, furniture and fittings, by use of manual and electrically powered tools and equipment.• Activities include dusting, sweeping, mopping and vacuuming in accordance with work schedules.• Emptying all litter containers and delivery of rubbish to the main refuse/designated areas.• Reporting all defects of equipment and fixtures and fittings to the Helpdesk.• Ensuring that areas are properly secured after cleaning work is completed and that any breaches of security are reported.• Maintaining safe and hygienic working practices with due regard for self and others.• Maintaining good relationships with staff, students and visitors.• Undertake occasional washing up as and when required. <p>Note: Performance of this role will require the employee to wear a uniform as determined by the school both in day-to-day activities and for school events.</p>

You may also be required to undertake such other comparable duties as the Head requires from time to time.

Person Specification

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	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<ul style="list-style-type: none"> • Good general level of education 	<ul style="list-style-type: none"> • Relevant vocational qualifications 	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience		<ul style="list-style-type: none"> • Commercial/education sector cleaning • Working in a school/college 	Contents of the application form Interview Professional references
Skills and Understanding		<ul style="list-style-type: none"> • Safe use of cleaning materials • Use of cleaning machinery • Relevant COSSH training 	Contents of the application form Interview Professional references
Knowledge			Contents of the application form Interview Professional references
Personal competencies and qualities	<ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours • Positive attitude to use of authority and maintaining discipline • Commitment to high standards of service • Flexible and adaptable • Diplomacy/tact 		Contents of the application form Interview Professional references