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| **Job Description** |

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| Job Details | |
| **School Name** | Turton School |
| **Job Title** | Housekeeping |
| **Grade** | Housekeeper |
| **Primary Purpose of Job** | GRADE A SCP 2 – 3 |
| **Responsible to** | Ensuring that school premises are maintained to a clean and hygienic standard. |
| **Responsible for** | Housekeeping Manager |
| **Principal Responsibilities** | N/A |

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| Main Duties | |
|  | To deliver an efficient cleaning service against an agreed specification, ensuring the school and the designated sports centre facilities, which are used by the general public, are in a safe, clean and hygienic condition. |
|  | To safely operate cleaning equipment and handle chemicals and materials to undertake cleaning activities including mopping, polishing, dusting and vacuuming. Include wall washing, glass cleaning, removal of refuse and one-off specialist cleans, (ie Infection Control cleaning). |
|  | To operate mechanical equipment safely and economically, including floor polishers and scrubbing machines, where necessary. |
|  | To ensure that chemicals and cleaning equipment are stored in a secure place and in a safe clean condition. |
|  | To order chemicals / consumables as necessary either through the housekeeping manager or through the requisition system ensuring that stock levels do not fall to an unacceptable level. |
|  | To inform line management of problems, actual or potential, relating to the delivery of the cleaning service including any faults identified with equipment and facilities. |
|  | To promote good customer relationships with onsite staff and pupils, and to be aware of safeguarding and other needs in the workplace. |
|  | To ensure an excellent customer service is delivered in the school and sports centre. |
|  | To be aware of all workplace health and safety and cleaning service safe working practices and procedures. |
|  | To carry out other duties as management may require relevant to the grade of the role. |

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| **Organisational Competencies** | |
| **1.** | **Valuing Diversity**  To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the school’s diversity and inclusion policy. |
| **2.** | **Caring for Customers**  To provide quality support for teaching and learning. To give parents, families and the community the opportunity to comment or complain if they need to. To work with the school community and do what needs to be done to meet their needs. To inform your manager about what the school community say in relation to the school/setting. |
| **3.** | **Developing Yourself and Supporting Others**  To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your professional development plan. To be ready to share learning with others. |
| **4.** | **Health and Safety**  To operate safely within the workplace with regard to Health and Safety legislation. |
| **5.** | **Confidentiality**  An acknowledgement of the need to maintain confidentiality at all times and to become aware of the National, Council and school policies on Confidentiality, and the management and sharing of information. |
| **6.** | **Energy Efficiency**  To promote energy efficiency throughout the workplace and within own area of activity |

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Head Teacher and to meet the needs of the school.

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| Version Control | |
| **Job Description prepared by:** | LH |
| **Job Description updated:** | 01 February 2023 |

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| Person Specification | |

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| Job Details | |
| **School Name** | **Turton School** |
| **Job Title** | Housekeeper |
| **Grade** | Grade A SCP 1-3 |

## Stage One

The minimum essential requirements for the above post are as follows. Please try to show in your application form, how best you meet these requirements. Disabled candidates are guaranteed an interview if they meet the essential criteria.

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| Skills and Knowledge | | Method of Assessment |
|  | Conscientious and positive attitude towards work duties. | Interview |
|  | Able to maintain a high standard of work and work to prescribed standards of safety and compliance. | Interview |
|  | Ability to understand verbal and written instructions and complete relevant documents. | Interview |
|  | Ability to work under own initiative without supervision. | Interview |
|  | Ability to work as a member of a team. | Application Form/Interview |
|  | Ability to use cleaning products in accordance with safe working practices. | Application Form/Interview |
|  | Due to the size of the school, you are required to be actively fit in order to work at an efficient pace | Applicant Form/Interview |
|  | Able to represent the service and the school effectively and to liaise with your line manager and members of staff to encourage sound relationship. | Interview |
|  | **Valuing Diversity**  To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the school’s diversity and inclusion policy. | Application Form/Interview |
|  | **Caring for Customers**  To provide quality support for teaching and learning. To give parents, families and the community the opportunity to comment or complain if they need to. To work with the school community and do what needs to be done to meet their needs. To inform your manager about what the school community say in relation to the school/setting. | Application Form/Interview |
|  | **Developing Yourself and Supporting Others**  To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your professional development plan. To be ready to share learning with others. | Interview |
|  | **Health and Safety**  To operate safely within the workplace with regard to Health and Safety legislation. | Application Form/Interview |
|  | **Confidentiality**  An acknowledgement of the need to maintain confidentiality at all times and to become aware of the National, Council and school policies on Confidentiality, and the management and sharing of information. | Application Form/Interview |
|  | **Energy Efficiency**  To promote energy efficiency throughout the workplace and within own area of activity | Interview |
|  | Competencies Please note the school’s competencies, which are considered to be essential for all roles, are in the attached Core Competencies document. | Interview |

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| Experience, Qualifications and Training | | Method of Assessment |
|  | Willingness to wear a uniform/protective clothing | Interview |
|  | Capable of lifting heavy items | Interview |
|  | Capable of standing and walking for long periods and efficiently | Interview |

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| Work Related Circumstances | | Method of Assessment |
|  | This post is subject to an enhanced disclosure from the Disclosure & Barring Service | Application Form  Interview |

## Stage Two

This will only be used in the event of a large number of applicants meeting the minimum essential requirements. Please try to show in your application form, how best you meet these requirements.

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| Skills and Knowledge | | Method of Assessment |
|  | Able to operate cleaning equipment e.g. vacuum – floor cleaners | Interview |

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| Version Control | |
| **Person Specification prepared by:** | School’s HR |
| **Person Specification updated:** | 01 February 2023 |

# Core Competencies

These core competencies are considered essential for all roles within this school. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.

**Developing Self and Others**

Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development.

**Equality and Diversity**

Uphold the principles of fairness and the Equality Act 2010 in all undertakings as an employee of the school, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Code of Conduct**

Sets out behavioural expectations for employees towards colleagues, managers and the wider school. It emphasises open communication, professionalism, respect, and adherence to laws.

**Health and Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow school policies and procedures on dealing with personal information and information assets, including the Code of Conduct, Information Management, and ICT Acceptable Use. Personal or confidential data should only be accessed or used for school purposes.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure and Barring Service.