**Stone Bay School**



**Housekeeping Assistant**

**Job Description and Person Specification**

**School Mission Statement.**

We accept all students **as they are** and believe that every one of them is **entitled** to the very **best education**, delivered in an **environment** that is **supportive**, **caring** and **safe**.

Our goal is to develop our students to become:

* **Successful** Learners.
* As **independent** as possible.
* **Confident** individuals and self-advocates.
* **Effective** communicators and **contributors**.
* **Responsible** citizens.

We will do this by working to **ensure we get every aspect of their provision just right**, helping them to achieve academically, personally, socially and morally.

**“Getting it right for every student”**

**Job Description**

|  |  |
| --- | --- |
| **Post:** | Housekeeping Assistant |
| **Salary:** | Kent Range 3 (£21293 FTE) |
| **Hours:** | 24 hours, 39 weeks + 4 weeks during school holiday. |
| **Responsible to:** | Site Manager / Business Manager |

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

**Pay Scale KR 3:** Staff who are new to the organisation will be appointed at the bottom of the grade unless there are exceptional circumstances based on business need in conjunction with the breadth and depth of skills and experience offered by the candidate.

**Main purpose of role:**

The Housekeeping Assistant should be fit and able to carry out domestic duties under the guidance of the Site Manager. This will include: dusting, vacuum cleaning (including stairs), washing paintwork and floors, cleaning windows, sinks, toilets, baths, showers, cleaning food preparation and dining areas and laundry areas. Unblocking of toilets and sinks and cleaning areas that have been defaced with human excrement. All rubbish to be removed from areas and deposited in wheelie bins. Working in the laundry may be required on occasions (eg in the absence of the Laundry Assistant).

**Key Responsibilities**

1. To undertake specified cleaning duties including residential bedrooms, bathrooms, kitchens and communal areas as well as classrooms, offices, staffrooms, toilets, specialist curriculum areas and corridors. You will be responsible for maintaining the cleanliness and safety of the areas allocated to a high standard on a daily basis.
2. During school holiday periods to undertake deep cleaning of allocated areas, including moving furniture (with help where appropriate) to clean areas which are not accessible for daily cleaning.
3. To use electrical buffing machine and scrubbing machine during school holidays.
4. Cleaning, when requested, school minibuses (between full valets provided by external contractors).
5. To report any damage/defects/hazards to the Site Manager.
6. Observe School Guideline Policies held in the School Handbook.
7. To work as part of a team.
8. Any other related duties as directed by the Site Manager. This may include occasional work in the laundry or cleaning of external areas within or immediately adjacent to the school grounds (for example, clearing litter and debris from around the entrance areas).
9. To telephone Site Manager upon arrival in the morning and when you leave at the end of your shift (to ensure your safety in compliance with Lone Working Health and Safety)

The School allocates 5 days per year as for the purpose of School improvement through School/staff development. The requirement to attend Staff Development Days is incorporated into the contracts of all directly employed staff. This includes mandatory training, as detailed below, and core training.

Core training includes such courses as Autism Awareness, Behaviour Management, Makaton, First Aid etc.

**Mandatory training.**

Proact-SCIPr-UK® training and Child Protection training are included as an integral part of Staff Development Days throughout the year. The requirements for this mandatory training are:

* Proact-SCIPr-UK®: All staff to attend a course every year linked to their role.
* Child Protection: All staff to attend a refresher course every year.
* Additional mandatory and core training events will be arranged for new staff as required.

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

*NB - These duties may be varied to meet the changing demands of the school and these duties may therefore be changed at the discretion of the Headteacher and following consultation with you*

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Qualifications** | Essential. | Desirable |
| Certificate in Cleaning Principles QCF Level 2 or equivalent |  | **✓** |
| **Experience.** | Essential. | Desirable. |
| Cleaning experience in a commercial or public sector organisation | **✓** |  |
| **Skills** | Essential. | Desirable. |
| Excellent communication skills, both written and oral | **✓** |  |
| Ability to produce reports | **✓** |  |
| Confident in the use of Microsoft Word, Excel, email and other database programs | **✓** |  |
| **Knowledge** | Essential. | Desirable. |
| Knowledge of effective commercial cleaning and laundry techniques. | **✓** |  |
| **Ability** | Essential. | Desirable. |
| Be able to prioritise workloads; have excellent time management and organisational skills; | **✓** |  |
| Be able to work under pressure and meet deadlines | **✓** |  |
| Be able to use own initiative and also work well as part of a team | **✓** |  |
| Understand the need for confidentiality | **✓** |  |
| Be able to demonstrate the qualities of flexibility; integrity and enthusiasm. |  |  |

Stone Bay School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure Application to the Disclosure and Barring Service and check against the ISA Barred List for children.