



HOUSEKEEPER

VALLEY PARK SCHOOL



JOB DESCRIPTION	
Job Title	Housekeeper
Grade	VIAT LW, £22,380 (actual salary £12,617)
School / Department	Valley Park School
Base	Valley Park School
Hours	25 hours a week, term time only
Reports to	Estates Manager
Accountable to	Headteacher

Job Summary

This role is required to maintain a clean and safe working environment for staff, students and visitors. By keeping staff rooms clean. This role will provide support to the Food Technology department in preparing for lessons.

Key Working Relationships

- Staff
- Estates Team

Key Responsibilities

- Provision of refreshments and catering services for all staff.
- Maintenance and cleaning of designated areas, including the staff room.
- Organise social activities within the staff room to contribute to positive staff morale.
- Coordinate with the PA to the Headteacher regarding catering for lunches as required.
- Participation in the performance management process.
- General housekeeping tasks when required.
- In between set periods to help maintain the upkeep of the food Technology rooms.
- To support the Food Technology team with preparation for lessons.
- Where available, and not at the expense of other duties, support in some practical cooking lessons.

Safeguarding

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

Equality and diversity

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

Statement

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

PERSON SPECIFICATION

AREA	ESSENTIAL	DESIRABLE
Qualifications		<ul style="list-style-type: none"> • GCSE English and Maths or equivalent.
Experience		<ul style="list-style-type: none"> • Experience of similar role.
Knowledge	<ul style="list-style-type: none"> • Basic understanding of housekeeping and kitchen hygiene. 	
Skills	<ul style="list-style-type: none"> • Work well as part of a team. • Effective communication skills and good interpersonal skills. 	
Attributes	<ul style="list-style-type: none"> • Reliable, good time management. 	