**Stone Bay School**







**Vision and Values**

Our school vision is to provide an ***outstanding, nurturing, learning environment,*** where all our pupils can achieve their full potential and progress to lead happy and fulfilling lives.

Our mission is to provide each and every pupil with the best possible education, delivered in an environment that is supportive, caring and safe.

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

At Stone Bay we focus on ***Evolving Excellence*** in all that we do, working towards making our school the best it can be for pupils, staff and families. We are creating lasting ***Trust*** with all our stakeholders, ***Empowering*** each other to learn and grow. By adhering to policies and clear processes we ensure ***Fairness*** and transparency in our decision making and actions, whilst ensuring we are ***Collaborating*** with others and always looking for ways to help each other to deliver excellence for our pupils.

**Rights Respecting Schools**

The Unicef UK Rights Respecting School Award (RRSA) is based on principles of equality, dignity, respect, non-discrimination and participation. The RRSA seeks to put the UN Convention on the Rights of the Child at the heart of a school’s ethos and culture to improve well-being and develop every child’s talents and abilities to their full potential. A Rights Respecting School is a community where children’s rights are learned, taught, practised, respected, protected and promoted.

Stone Bay has been awarded the Silver Award by UNICEF. This is awarded to UK to schools that show good progress towards embedding children’s rights in the school’s policy, practice and ethos, as outlined in the RRSA Strands and Outcomes

**Staff wellbeing**

The Leadership Team and the Governing Board of Stone Bay School are committed to promoting positive mental, physical and emotional wellbeing and to providing suitable support for all staff. Taking action to prevent ill health and promote good health makes good educational and business sense, as sickness absence carries high costs both in monetary terms and in terms of the impact upon performance, teaching and learning, morale and productivity, which may disrupt or compromise pupil progress.

All members of staff are entitled to be treated fairly and professionally at all times. The Governing Board of Stone Bay School takes very seriously its duty of care as an employer to all members of staff and a number of policies and procedures have been made in relation to this duty.

**Job Description**

| **Post:** | Housekeeping Assistant |
| --- | --- |
| **Salary:** | Kent Range KS A (£24,513 FTE) Actual £12,935 |
| **Hours:** | 22.5 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 KS A:** 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 (e.g. 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, staff rooms, 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. Use an 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 attend a refresher course every year.
* Additional mandatory and core training events will be arranged for new staff as required.

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*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. |  |  |