

Stone Bay School



Housekeeping Assistant Job Description and Person Specification

Welcome

Welcome and thank you for considering applying for a position at our school and becoming part of our team.

We specialise in providing both day and residential education for pupils aged 4 to 19 years who have a diagnosis of ASD, along with severe and complex learning needs. We currently provide for 112 pupils.

Our school is situated on Stone Bay in Broadstairs in a beautiful Victorian building overlooking the sea. The local coastal environment provides many unique and enjoyable learning opportunities for our pupils.

We believe that every pupil is entitled to the very best possible education, delivered in an environment that is safe, caring and happy. We use an innovative and personalised curriculum which meets the needs of all pupils with a strong focus on communication, engagement and independence.

At Stone Bay School every staff member is involved in ensuring we provide a nurturing learning environment where all our pupils can achieve their full potential and move on to lead happy and fulfilling lives. I would encourage you to come and visit if you want to learn more about us.

We look forward to receiving your application.



Jane Hatwell
Headteacher



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 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.



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Job Role:	Housekeeping Assistant
Grade:	Kent Range KSA (FTE £24,513)
Hours:	17.5 hours per week 06:30 – 09:30 Monday – Friday
Contract:	Permanent, Term time only (39 weeks) + 4 weeks during school holidays
Responsible to:	Premises Manager

Job Description

Main Purpose of role
<p>The Housekeeping Assistant should be fit and able to carry out domestic duties under the guidance of the Premises Manager.</p> <p>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.</p> <p>Unblocking of toilets and sinks and cleaning areas that have been defaced with human excrement.</p> <p>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).</p> <p>To support the school's vision and values.</p>



Job Description (continued)

Key Responsibilities

- 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.
- 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.
- To use an electrical buffing machine and scrubbing machine during school holidays.
- Cleaning, when requested, school minibuses (between full valets provided by external contractors).
- To report any damage/defects/hazards to the Premises Manager.
- To work as part of a team.
- Any other related duties as directed by the Premises 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).
- To telephone Premises 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).
- To assist in the induction of new staff.



Personal & Professional Development

Staff Development Days

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 and role related training.

This job description describes the key duties and responsibilities of the post-holder, but it is not an exhaustive list and may be adjusted as the needs of the school evolve. Such changes may be made at the discretion of the Headteacher, in consultation with you.

Additionally, other reasonable duties may be assigned as necessary to support the objectives of the role.

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.



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	✓	

Knowledge	Essential	Desirable
Knowledge of effective commercial cleaning and laundry techniques	✓	

Skills & Abilities	Essential	Desirable
Good communication skills, both written and oral	✓	
Excellent time management skills	✓	
Excellent prioritisation and organisation 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.	✓	