

# 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

*Stone Bay School is committed to safeguarding and promoting the welfare of children and young people. Applicants will be subject to recruitment and selection procedures designed to emphasize the school's commitment to the safeguarding of its pupils and staff. Posts are subject to an enhanced DBS disclosure, two satisfactory references, an adequate pre-employment health check, online candidate recruitment check and verification of the right to work in the UK. For more information, please read our Safer Recruitment Statement enclosed within this application pack.*



## 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.



 Stone Bay School Job Description and Person Specification	
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>



### 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.	✓	
A clear understanding of and commitment to equality, diversity and inclusion, and the ability to apply these principles in a workplace environment.		✓
An understanding of and commitment to General Data Protection Regulation (GDPR) and the importance of maintaining confidentiality and data security in a school/workplace setting	✓	

# Stone Bay School



## Safer Recruitment Statement

### Introduction

Stone Bay School is fully committed and rigorously follows the most stringent of safeguarding procedures. This is to promote the welfare of all children and young people and we expect all staff, visitors and volunteers to share this commitment to the highest possible standard. *Our commitment is underpinned by robust processes and procedures that seek to minimise risk and continuously promote a culture of safeguarding amongst our workforce.*

### Safer Recruitment

Job descriptions and persons specifications refer to safeguarding and child protection and all posts are subject to a Disclosure and Barring Service certificate (DBS). All advertisements include our safeguarding statement and commitment.

- The post is subject to an Enhanced Disclosure Application to the Criminal Records Bureau and check against the ISA Barred List for Children.
- Candidates must apply through Kent Teach by completing in full and returning a signed application form. CVs will not be accepted.
- When applying, candidates must provide a full employment history, including periods of unemployment, with dates (to the nearest month) and the names and addresses of previous employers. Any gaps in employment will be discussed.
- Candidates must provide two satisfactory references. These should be from the candidate's current or most recent employer. Where a candidate is not currently working in a school or childcare setting but has done so in the past, one reference should be from their most recent children's workforce referee.
- All references will be applied for in writing prior to interview and referees contacted to verify their authenticity. A reference pro-forma will be used without exception meaning that open or letter references will not be accepted. Referees will be asked specific questions about a candidate's suitability to work with children and young people and for the post.

- Stone Bay School reserve the right to request alternative referees where felt appropriate to fulfil safer recruitment requirements.
- The post for which the candidate is applying for is exempt under the Rehabilitation of Offenders Act, so all criminal convictions must be stated, with dates. Failure to do so will disqualify the candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice.
- Only those candidates meeting the criteria outlined in the person specification will be shortlisted.
- Candidate's commitment to the safeguarding and welfare of children and their motivation to work with children will be explored at interview.

### Interview

Shortlisted candidates will take part in an in-depth interview and selection process. Candidates will be asked to address any discrepancies, anomalies or gaps in employment in their application form this includes their employment history. Candidates at the end of their interview will be reminded of their responsibility to disclose criminal convictions that are subject to DBS check if they have not already done so on the application.

Proof of right to work in the UK must also be provided at interview.

All offers of employment will be subject to and conditional upon:

- Enhanced DBS and Barred List check
- Verification of identity
- Verification of entitlement to work in the UK
- Verification of any relevant qualifications
- Receipt of two satisfactory references
- Receipt of Criminal Convictions Self-Disclosure Form (for regulated activity with children posts)
- Satisfactory pre-employment health clearance
- Prohibition checks for teachers and those with previous teaching experience
- Section 128 checks for governors or members of the Senior Leadership Team
- Online recruitment checks
- Overseas checks as appropriate
- Meeting the requirements for Disqualification by Association as where appropriate

If these are not satisfactory an offer of employment may be withdrawn or where an individual has commenced work, employment may be terminated.



### Recruitment of Ex-Offenders

If you are successful at interview then we will require you to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service (DBS) and we administer this process. Most roles within Stone Bay School will also require a Barred List check. We will ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position.

### Probation

All new staff will be subject to a probation procedure for a period of six months. The probation period is to enable the assessment of an employee's suitability for the job for which they have been employed. This includes the monitoring and reviewing of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

### Equal Opportunities

Stone Bay School recognises the value of, and seeks to achieve, a diverse workforce which includes people from all backgrounds. Stone Bay School takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community.

Stone Bay School is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

### General Data Protection Regulation

Stone Bay School is committed to ensuring that staff member's privacy is protected. By signing a contract of employment, staff members will agree for Stone Bay School, to process their personal data, including "sensitive personal data" as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/ or administration, as well as, complying with applicable laws, regulations and procedures. The information staff members provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to Stone Bay School. A full list of these organisations is available upon request. Further information about how and why we collect staff member data can be found in the Stone Bay School Privacy Notice.