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| **Job Title:** | **Housekeeping Assistant** |
| **Responsible to:** | **Site Manager** |
| **Salary scale:** | **KR2** |
| 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. | | |

# Main Purpose of Job

**The 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. To empty the contents of pad bins and dispose of in the clinical waste bin and cleaning of pad bins.

*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.*

# Specific Responsibilities

* To undertake specified cleaning duties including residential bedrooms, bathrooms, kitchens and communal areas as well as classrooms, offices, staffrooms, toilets, sensory and soft play areas, 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 electrical buffing machine and scrubbing machine during school holidays.
* Cleaning, when requested, school minibuses inside and outside (between full valets provided by external contractors).
* To report any damage/defects/hazards to the Site Manager.
* Observe School Guideline Policies held in the School Handbook.
* To work as part of a team.
* 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 and clearing of leaves).
* 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.)

And any other duties as reasonable requested by the site manager. This is an outline of the housekeeping post duties and responsibilities but it is not an exhaustive list and may be changed to meet the needs of the school.

# Person Specification – Housekeeping Assistant

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| **EDUCATIONAL ACHIEVEMENT, QUALIFICATIONS, EXPERIENCE AND PERSONAL ATRIBUTES** |
| Knowledge of effective commercial cleaning and laundry techniques.  Cleaning experience in a commercial or public sector organisation.  Certificate in Cleaning Principles QCF Level 2 (if the post holder does not already hold this qualification they will be required to undertake the course to achieve this). Training will be given if necessary.  Must be able to understand the needs of children and young people with special educationalneeds.  To be able to demonstrate the qualities of flexibility, integrity and enthusiasm. |

# Staff Development Days: Attendance Requirements

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.