**JOB DESCRIPTION**

**Job Title:**          Housekeeper

**School / Department:**     Valley Park School

**Base:**          Valley Park School

**Reports to:**          Estates Director

**Accountable to:**          Headteacher

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1. **Employment Duties:**

As set out in the current School Contract having due regard to all Trust policies.

This school and all its personnel are committed to safeguarding and promoting the welfare of children and young persons.

2. **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.
- Opportunity to expand the role; receive training in Mental Health First Aid.
- Coordinate with the PA to the Headteacher regarding catering for lunches as required.
- Participation in the performance management process.
- General housekeeping tasks when required.

a. **Data Protection**

- Work within the requirements of Data Protection at all times

b. **Safeguarding**

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

c. **Equality and Diversity**

- The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

**3. Statement**

The list of duties in the 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.

Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job.  You will be consulted about any proposed changes.

Signed:………………………………………..……… Date:………………………………