



**ST JOSEPH'S
COLLEGE**

APPLICATION FOR THE POST OF

HOUSEKEEPER

Part Time

Job Description

St Joseph's College, as an aware employer, is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment selection and induction procedures operate throughout the College and extend to services linked on its behalf.

General Requirements

All staff are expected to:

- Follow the College's Safeguarding policy and procedures and to ensure the well-being of all students in their care is their highest priority.
- Contribute to the day-to-day running of the school and follow its policies and procedures.
- Contribute to the extra-curricular provision in the College and to actively support the ethos of the College.
- Organise, prepare for all lessons and share good practice with colleagues wherever possible
- Take an active role in ensuring the realisation of the College Development Plan.
- Treat each student and each other as an individual with courtesy and respect.
- Teach lessons which meet students' specific learning needs, assess, monitor and record progress and be up to date with developments in their specific subject area.
- Have due regard for Health & Safety.
- Undertake any other duty deemed reasonable by the Principal.

Post: Housekeeper

Responsible to: Housekeeping Supervisor

Salary: Dependent on qualification and experience

Key responsibilities include:

To be responsible for the cleaning throughout the College, on a day to day basis, to a high standard, this includes residential Boarding houses, main site, sports hall, classrooms, laboratories, offices and communal areas such as stairs, corridors and landings, ensuring all areas and domestic facilities are clean and ready for use on a daily basis.

Roles and Responsibilities:

- The normal duties of the post holder will usually include the following:
- Thoroughly cleaning areas to the required specification, as directed, using correct techniques and cleaning equipment.
- Safe removal of litter and waste to allocated disposal points, taking particular care with liquids, broken glass or other substances, which may be unsafe to other staff or pupils.
- Locking and unlocking windows and doors as directed.
- Undertaking training in use of methods, materials and equipment, as instigated by your Supervisor.
- Working safely using correct warning signs, protective clothing and safety equipment, being mindful of hazards to other staff and pupils. Compliance with the Health & Safety practices of the campus.
- Replenishing supplies of toiletries, plastic bags etc., as directed.
- Ensuring all containers of cleaning agents are correctly labelled before use and are used safely and in compliance with manufacturers written instructions and that all chemicals are securely stored away when not in use.
- Emptying vacuum cleaners and buffer vacuum bags at the end of each session. Cleaning and checking all equipment used after use, checking cables for wear and tear and storing away in a suitable safe area. Notifying supervisor of any faults found.
- Ensure mops, cloths etc., are washed and left to dry as appropriate at the end of each session.
- Reporting immediately to your Supervisor any defective electrical sockets, lighting, vandalism etc., in your cleaning area.

- Ensuring Supervisor is aware of low stock levels of materials and equipment for which you are responsible.
- Assist in keeping chemicals and cleaning materials and equipment storage areas in a clean and tidy condition.
- Covering on a rota basis for absent colleagues when required, which may involve some change in hours/times.

Any other related duties, as directed by your Supervisor.

NB. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION

Supervisory and Managerial Responsibilities:

- Report directly to the Housekeeping Supervisor

Other responsibilities:

- Availability and flexibility with regards to observing and managing operations on a site that operates 24 hours a day, 7 days a week.
- Enhanced DBS Disclosure is required to do this job.
- Willingness to participate in personal development
- Evidence of learning beyond the work place

Knowledge and skills required:

- Knowledge and experience of cleaning operations desirable.
- Previous cleaning experience desirable
- Demonstrate effective skills in working with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children
- Flexible with a desire to develop procedure
- Ability to work on own initiative as well as part of a team.
- Ability to manage time effectively to complete tasks to a high level.
- Able to work with minimum supervision
- Awareness and understating of Health & Safety standards
- Awareness and ability to work well within a diverse workforce.
- Experience in a customer-facing role
- Personable
- Approachable
- Able to handle visitors/guests/staff and information with tact, diplomacy and sensitivity.
- Be of smart and tidy appearance
- Maintain excellent timekeeping and attendance
- Take pride in a job well done.
- Able to communicate clearly, understand and follow instructions.
- Experience of undertaking general cleaning duties.

Education:

- 5 GCSE's at Grade A-C (or Equivalent) including English Language and Maths
- Good basic standard of literacy and numeracy in order to support communication in a diverse environment and understanding of time, attendance and budget figures.
- Certificates, qualification or training in relevant areas of Health & Safety, in particular COSHH but also general risk assessment, manual handling and first aid would be advantageous.
- Recognised training certificate or qualification in delivering training to others, particularly in Health & Safety, would be advantageous

St Joseph's College Vision and Values
Core Framework

VISION

Continue to grow our nurturing environment, in which students are inspired to reach their full potential.

MISSION

At St Joseph's College, academic achievement, ideas, intellectual curiosity, collaboration and resilience are of equal importance.

CORE VALUES

Aspiration | Respect | Confidence

OUR AIMS

For the needs of each pupil's **mind, body, heart**, and **spirit** to be met, so that each one:

- ❖ Aspires to, and achieves, their academic and personal best
- ❖ Experiences an inspiring, progressive all-round education, which prepares them fully for their future
- ❖ Takes a positive and active role in their College, developing leadership skills and offering service to local, national and international communities
- ❖ Develops faith, self-confidence and self-esteem
- ❖ Acts with integrity, showing respect for themselves and all others