



**ST JOSEPH'S  
COLLEGE**

APPLICATION FOR THE POST OF

**HOUSEKEEPER**

## 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, including extra curricular activities and follow its policies and procedures.
- Contribute to the extra-curricular provision in the College and to actively support the ethos of the College.
- 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.
- Have due regard for Health & Safety.
- Undertake any other duty deemed reasonable by the Principal.

**Post:** Housekeeper

**Responsible to:** Housekeeping Manager

### Key responsibilities include:

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

### 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 manager
- 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 Your manager 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 manager any defective electrical sockets, lighting, vandalism etc., in your cleaning area.
- Ensuring your manager 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.
- Boarding housekeeping duties to support residential camps, changing beds etc.
- 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 Manager, Facilities Manager, Operations Manager or Principal.

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

### Responsibilities:

- Report directly to the Housekeeping Manager

### Other responsibilities:

- Availability and flexibility with regards to working 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

### Knowledge and skills required:

- Previous cleaning experience desirable
- Ability to form appropriate relationships and maintain personal boundaries with children
- Flexible with a desire to develop and improve 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.
- Be of smart and tidy appearance, wearing uniform and PPE as appropriate
- Able to work with minimum supervision
- Personable and approachable, able to handle visitors/guests/staff and information with tact, diplomacy and sensitivity.
- Maintain excellent timekeeping and attendance
- Able to communicate clearly, understand and follow instructions.
- Experience of undertaking general cleaning duties.

### Education:

- Good basic standard of literacy and numeracy in order to support communication in a diverse environment and understanding of time and attendance.

## 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