

APPLICATION FOR THE POST OF

HOUSEKEEPER

Part Time

Term Time Plus 6 weeks



St Joseph's College

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

Responsible for: N/A

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

Being our Best

MISSION

A Caring, High Achieving Community guided by Christian Values

CORE VALUES

Aspiration

Respect

Confidence

Core Values and Ethos

The following core values and behaviours underpin the ethos of our College.

We believe:

- *That everything we do should be for the benefit of the child*
- *That each child is individual and deserving of an equal educational opportunity*
- *That a community based on integrity, kindness, respect, courtesy and enjoyment creates the best learning environment*
- *In striving for excellence in all that we do, encouraging ambition and aspiration*
- *In the primary importance of actively safeguarding and protecting children*
- *In embracing innovation as well as seeking, reflecting upon, and learning from feedback and experience*
- *In the power of the team and the importance of working collaboratively*
- *That inspirational leadership means leading by example and with humility*
- *That we have an important role to play in the wider community, both locally and globally*
- *In taking a longer term view for the greater good of the College and its pupils*

The 'essence' of St Joseph's College is learned and lived through the following core values, which underpin our unique ethos and environment. Our ethos is derived from the educational philosophy and faith of St Jean-Baptiste de La Salle, Patron Saint of Teachers, and the example set by St Joseph, Patron Saint of Workers.

- **Faith and trust** - developing an awareness of faith, spirituality, awe and wonder and enduring belief in ourselves and others
- **Confidence and self-belief** - participating in a diverse range of academic, creative and physical experiences with self-assurance of one's own skills
- **Aspiration and achievement** - ensuring everyone makes maximum progress and reaches their potential whilst ensuring that ambitions for future careers, personal goals and life-long dreams can be realised
- **Effort and resilience** – providing a strong academic core and encouraging a desire to succeed, in order to develop adaptable and life-long learning skills
- **Respect and dignity** - developing moral values; an awareness of what it means to be a good citizen and respecting our own and other cultures, religions, values and beliefs
- **Community and compassion** providing a happy, secure and nurturing community, so we develop personally, take a full, active and constructive part in the life of our community and develop a sense of compassion and concern for others locally and globally
- **Creativity and open-mindedness** – seeking to innovate by being imaginative and entrepreneurial whilst searching for and evaluating, conflicting opinions and sources of evidence
- **Contribution and service** - developing a community perspective and awareness (locally and globally) by meeting the needs of others and thinking beyond 'the here and now'
- **Integrity and endeavour** – working with integrity and zeal and communicating reliably and openly
- **Self-regulation and humility** – continually seeking to attain the highest personal standards, whilst appreciating the many ways that people contribute to our world

Vision

We want to be known locally, nationally and internationally for our high quality, independent, all-round education for boys and girls, which is seamless through from nursery to university and the world of work, including:

- Our ethos, which combines strong **traditional Christian** values with a **unique** approach to **supporting** and **nurturing** children within a **friendly, family** environment
- Strong **academic** performance and **achievement** for pupils of all abilities and skills, enabling children and young people to consistently outperform local and national academic standards
- **Tailored** pastoral and academic support which develops our children into confident, successful, compassionate young people who have integrity, dignity and self-belief
- **Progressive, innovative and effective** approaches to teaching and learning
- Teaching which is **inspirational, challenging** and **engaging**, provided by well qualified and well supported staff
- A **flexible, inspiring and inclusive** 3-18 curriculum which meets the needs of the contemporary world
- Outstanding girls' and boys' **opportunities** and achievement in sport
- The quality and variety of curricular and **extra-curricular** opportunities, including outstanding Music, Art, Drama, Dance and Outdoor Education
- Leading the way in using **new technologies** which enhance and support teaching, learning, communication and administration
- Being a **reflective, open-minded, forward-thinking** organisation which is **receptive** and **responsive** to change, in order to provide the best quality all-round education within a competitive local, national and global market
- Our outstanding **facilities** and **grounds**
- High quality **Boarding** provision, including outstanding pastoral care for a diverse population of students, excellent facilities and a stimulating programme of activities
- An emphasis on **effective and timely communication** which ensures that current and prospective parents and the wider community, are well informed about the College's successes and strengths
- Creating **links** with alumni, businesses and community organisations which benefit our students and our school
- Clear **development planning**, which is underpinned by sound business and financial acumen and management, shared and communicated with stakeholders and reviewed and evaluated annually
- Strong and effective **leadership** and **management across the College**, which supports and enables its staff to develop professionally, personally and to deliver the school's aims within a positive, reflective and professionally community.