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| **Department** | Housekeeping  |
| **Job Title** | Housekeeper |
| **Grade** | GRADE A SCP 1  |
| **Primary Purpose of Job** | Ensuring that school premises, including the sports centre, are maintained to a clean and hygienic standard. |
| **Reporting To** | Housekeeper Supervisor |
| **Staffing** **Responsibilities** | N/A |

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|  | **Main Duties**  |
| 1. | To deliver a cleaning service against an agreed specification, ensuring the school and the designated sports centre facilities, which are used by the general public, are in a safe, clean and hygienic condition.  |
| 2. | To safely operate cleaning equipment and handle chemicals and materials to undertake cleaning activities including mopping, polishing, dusting and vacuuming. Include wall washing, glass cleaning, removal of refuse and one off specialist cleans, (ie Infection Control cleaning). |
| 3. | To operate mechanical equipment safely and economically, including floor polishers and scrubbing machines, where necessary. |
| 4. | To ensure that chemicals and cleaning equipment are stored in a secure place and in a safe clean condition. |
| 5. | To order chemicals / consumables as necessary either through the housekeeping supervisor or through the requisition system ensuring that stock levels do not fall to an unacceptable level. |
| 6. | To inform line management of problems, actual or potential, relating to the delivery of the cleaning service including any faults identified with equipment and facilities.  |
| 7. | To promote good customer relationships with onsite staff and pupils, and to be aware of safeguarding and other needs in the workplace. |
| 8. | To ensure an excellent customer service is delivered in the sports centre.  |
| 9. | To be aware of all workplace health and safety and cleaning service safe working practices and procedures. |
| 10. | To carry out other duties as management may require relevant to the grade of the role.  |
|  | **Organisational Competencies**  |
| 11. | **Valuing Diversity** To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the school’s diversity and inclusion policy. |
| 12. | **Caring for Customers**To provide quality support for teaching and learning. To give parents, families and the community the opportunity to comment or complain if they need to. To work with the school community and do what needs to be done to meet their needs. To inform your manager about what the school community say in relation to the school/setting. |
| 13. | **Developing Yourself and Supporting Others** To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your professional development plan. To be ready to share learning with others. |
| 14. | **Health and Safety**To operate safely within the workplace with regard to Health and Safety legislation. |
| 15. | **Confidentiality**An acknowledgement of the need to maintain confidentiality at all times and to become aware of the National, Council and school policies on Confidentiality, and the management and sharing of information. |
| 16. | **Energy Efficiency** To promote energy efficiency throughout the workplace and within own area of activity |

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| **Date Job Description prepared/updated:** | **May 2019**  |
| **Job Description prepared by:** | **LH**  |

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| **Department:** | Housekeeping  |
| **Job Title:** | housekeeper |
| **Stage One** | Disabled Candidates are guaranteed an interview if they meet the essential criteria |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | Note to Applicants: **Please try to show in your application form, how best you meet these requirements****Skills and Knowledge** |
| 1. | Conscientious and positive attitude towards work duties. | Interview |
| 2. | Able to maintain a high standard of work and work to prescribed standards of safety and compliance. | Interview |
| 3. | Ability to understand verbal and written instructions and complete relevant documents.  | Interview |
| 4. | Ability to work under own initiative without supervision. | Interview |
| 5. | Ability to work as a member of a team. | Application Form/Interview |
| 6. | Ability to use cleaning products in accordance with safe working practices.  | Application Form/Interview |
| 7. | Able to represent the service and the school effectively and to liaise with your line manager and members of staff to encourage sound relationship. | Interview |
| 8. | **Valuing Diversity** To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the school’s diversity and inclusion policy. | Application Form/Interview |
| 9. | **Caring for Customers**To provide quality support for teaching and learning. To give parents, families and the community the opportunity to comment or complain if they need to. To work with the school community and do what needs to be done to meet their needs. To inform your manager about what the school community say in relation to the school/setting. | Application Form/Interview |
| 10. | **Developing Yourself and Supporting Others** To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your professional development plan. To be ready to share learning with others. | Interview |
| 11. | **Health and Safety**To operate safely within the workplace with regard to Health and Safety legislation. | Application Form/Interview |
| 12. | **Confidentiality**An acknowledgement of the need to maintain confidentiality at all times and to become aware of the National, Council and school policies on Confidentiality, and the management and sharing of information. | Application Form/Interview |
| 13. | **Energy Efficiency** To promote energy efficiency throughout the workplace and within own area of activity | Interview |

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| **2. Experience/Qualifications/Training etc** |
| 1. | Willingness to wear a uniform/protective clothing | Interview |
| 2. | Capable of lifting heavy weights | Interview  |
| 3. | Capable of standing and walking for long periods. | Interview |
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| **3. Work Related Circumstances** |
| 1. | This post is subject to an enhanced disclosure from the Disclosure & Barring Service | Application FormInterview |

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| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |
| **Additional Requirements** | **Method of Assessment** |
| **1. Skills and Knowledge** |
| 1. | Able to operate cleaning equipment e.g. vacuum – floor cleaners  | Interview |
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| **2. Experience/Qualifications/Training etc** |
| 1. |  |  |
| 2. |  |  |

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| **Date Person Specification prepared/updated:** | **May 2019** |
| **Person Specification prepared by:** | **LH** |