

Job Description Housekeeper

Team Purpose

The Housekeeping team, in partnership with the Maintenance Department are responsible for the operational management of the Housekeeping department of the school. The Housekeeper will assist in the delivery of the Vision for St. Paul's and the Code of Conduct. The Housekeeping team will play an active and participative role within the department assisting to maintain the smooth running and development of the site within the school.

Catholic Purpose

The Housekeeper must understand the nature and purpose of Catholic education and know that his or her first responsibility is to support the school in establishing and sustaining its Catholic identity and safeguarding the teaching of the Church. S/he must ensure that this catholic identity is reflected in every aspect of the Housekeeping Team. This duty provides the context for the proper discharge of all other duties and responsibilities.

- Articulate and promote the school's distinctive aims and ethos with parents, staff, pupils and the wider community.
- Hold and articulate clear values and moral purpose, leading by example with integrity, creativity, clarity and resilience.
- Demonstrate optimistic personal behaviour and model positive relationships and attitudes towards pupils and staff

Main Responsibility

Under the direction of the Senior Housekeeper and Site Manager, ensure delivery and cleaning of all areas in-line with Health & Safety requirements.

Principle Accountabilities:

- Responsible for Housekeeping within the school and for your designated areas and workload.
- Ensure that the school is kept clean and all chemicals and cleaning utensils are used correctly.
- Provide effective materials and machinery management to ensure all equipment is correctly stored, maintained and serviced.
- Undertake cleaning of all areas within the school including classrooms, workrooms, laboratories, communal areas (inside and out), kitchens and toilets as appropriate.
- Ensure that all rubbish is collected disposed of correctly and if any problems are identified, that you report them immediately to the Housekeeping Supervisor.
- To assist with canteen supervision during school breaks and lunches.
- Ensure the highest standards of cleanliness are maintained at all times.

General:

- To work as an effective member of a team and to promote team work at all times
- Observe good working practices and current health and safety regulations
- Exercise flexibility in working hours / days in carrying out your own duties
- Observe and adhere to all Policies, Procedures and Regulations
- The post-holder is also required to undertake such other duties as may be required by or on behalf of St Paul's Catholic School provided that they are consistent with the nature of the post
- Be committed to and attend relevant continuous professional development
- Undertake any reasonable instruction given by your mentor or Leadership Group member to ensure the smooth and efficient delivery of your role
- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates general duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post
- This job description may be varied to meet the changing demands of the School at the reasonable discretion of the Headteacher
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing
- The post-holder will deal with sensitive material and should maintain confidentiality in all School related matters
- All posts are subject to a satisfactory enhanced DBS declaration which is a commitment by the school to safeguarding children. The post holder is required to share this commitment.

Signed: **Name:** **Date:**