

Queenswood



PERSON SPECIFICATION
AND JOB DESCRIPTION



Housekeeping Assistant





JOB DESCRIPTION AND PERSON SPECIFICATION

Job Description

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role is considered as working with high level safeguarding responsibilities and access to children. Full safeguarding checks will be made on the successful applicant. The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Job Titles:

Housekeeping Assistant

Main Purpose of the role:

To perform a variety of cleaning tasks as directed by the cleaning Supervisor/ Manager

Reporting to: Housekeeping Manager/Housekeeping Supervisor

Reporting to the job holder: N/A

Main responsibilities and duties:

- **Within designated area of work, follow the daily/ weekly cleaning spec, and also conduct deep cleaning operations such as floor scrubbing, carpet cleaning, wall washing, lime scale removal etc.**
- **To be responsible for the general cleanliness and hygiene of all cleaning equipment/ Machinery**
- **To abide by COSHH regulations and carry out any training courses that is required for the role.**
- **To report any maintenance issues on the day**
- **To respond to any reasonable instruction from the supervisor/ manager**
- **To assist with movement of chemical deliveries to correct storage areas**
- **To work within the laundry as directed, and to strip/make beds for the holiday lets**
- **To demonstrate good customer relations**
- **To be prepared to work occasional weekends as requested by the supervisor/ manager to support school needs**

Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact with

Person Specification

	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria
Qualifications		COSHH, Manual Handling, Slips Trips and Falls.
Experience		Some experience in a similar role would be desirable.
Skills		Basic skill required, full onsite training provided.
Knowledge		General knowledge in a housekeeping/cleaning role is desirable.
Personal competencies and qualities	Must be able to work in a team Good communication skills Smart presentation. Good time keeping	

Hours of Work/ Times / Weeks per year

Working hours will be between 6.00am – 9.00am Monday to Friday (15 hours per week) 35 weeks per year. (Some weekend working will be required)

Rate of Pay

£12.60 per hour