



JOB DESCRIPTION

Role Title	Department	Reports to
Housekeeper	Site	Site & Caretaking Co-ordinator

PURPOSE

The post holder will be expected to ensure that the Academy is cleaned to a high standard, including all public, student and staff accessible areas, ensuring that the Academy is welcoming and presentable at all times. They will also support the site team with portering duties across the Academy site. The following job description outlines the main responsibilities of the job and is not an exhaustive list of all relevant duties. The Trust reserves the right to alter this job description at any time.

DIMENSIONS

Direct Reports	Budget Responsibility
None	None

PRINCIPAL ACCOUNTABILITIES

- To provide a safe, secure, clean, welcoming and stimulating environment for the staff, students and visitors to the Academy, ensuring that health and safety requirements are complied with.

Cleaning Duties

- To carry out cleaning duties regularly throughout the day, ensuring that the Academy is clean and tidy at all times, this includes cleaning all surfaces, accessible windows, student and staff toilets and furniture using the equipment provided.
- To ensure that internal and external areas are kept clear of litter
- To ensure that the Leadership and Reception areas are clean and welcoming in preparation for meetings and guests at all times.
- To empty internal bins and recycling points as and when required.
- To maintain all cleaning supplies held within the Academy Cleaners cupboards/store by regularly informing the Site & Caretaking Co-ordinator of the requirements.
- To liaise with the outsourced cleaning team to ensure that they understand the needs for that day.
- To work with the Site & Caretaking Co-ordinator to ensure that the cleaning contractors maintain high standards, assisting with audits as required.

Health & Safety

- To undergo all necessary training relevant to the role, for example manual handling, working at heights, fire and health and safety training.
- To ensure that all regulated substances associated with the role are being stored and used correctly.
- To assist with water flushing and control measures as identified in the written scheme of control.

Hospitality/Events

- To be responsible for several small kitchen areas across the Academy, ensuring that high levels of kitchen hygiene are maintained, waste food and rubbish is disposed of in the correct manner and that dishwashers are filled and emptied daily.
- To report any defects in equipment to the Site Team.
- To maintain relevant stock levels and ordering catering supplies for the small kitchens throughout the Academy.
- To assist with preparation for events and clearing down afterwards.

General

- Demonstrate knowledge, understanding and positively promote equality of opportunity.
- Supports a positive culture throughout the organisation and adopts behaviours that exemplify the Trusts culture.
- Encourage the development of productive and collaborative working relationships across the Trust.
- The post holder will be required to undertake other duties and any reasonable instructions given by the line manager or the Trust.

PERSON SPECIFICATION (SKILLS, QUALIFICATIONS, COMPETENCE LEVEL ETC)

E – Essential

D – Desirable

Qualifications/Education	<ul style="list-style-type: none"> • GSCE Maths and English, grade C or equivalent (Desirable). • Evidence of further relevant qualifications, post 16 (Desirable)
Knowledge/Experience	<ul style="list-style-type: none"> • Previous experience of working in accordance with and applying regulations including Health & Safety, manual handling and COSHH. (Essential) • Knowledge and/or experience of cleaning school or office environments, including kitchens and toilets. (Essential)
Technical/Business Skills/Ability/Training	<ul style="list-style-type: none"> • Excellent planning, time management and organisational skills (Essential). • High levels of accuracy and attention to detail (Essential). • Ability to understand regulations such as health & safety, manual handling, COSHH etc. (Essential)

	<ul style="list-style-type: none"> Ability to prioritise workloads and work under pressure to meet deadlines. (Essential) Ability to work alone, using own initiative and work as part of a team. (Essential) An eye for detail, error checking, and an ability to problem-solve and work on own initiative. (Essential) Ability to recognise and report issues and problems. (Essential)
Particular aptitude/Personal skills required	<ul style="list-style-type: none"> Excellent interpersonal skills. (Essential) Flexible approach to meet the needs of the School, particularly during busy periods. (Essential) Initiative and willingness to step in and assist in a variety of tasks when needed. (Essential)

Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust and the School our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

Personal and Professional Conduct

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all Trust employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: SIGNED: