

## Housekeeper

### Job Description & Person Specification

<b>Contract Type:</b>	<b>Permanent, Part Time</b>
<b>Hours:</b>	<b>15 hours a week, 07.00-10.00 Monday to Friday</b>
<b>Salary:</b>	<b>£10,209</b> (working 15 hours a week)
<b>DBS Disclosure Level:</b>	<b>Enhanced</b>
<b>Reports To:</b>	<b>Head Housekeeper</b>
<b>Role Purpose:</b>	<p>To work with a team of staff to ensure Coombe House School and the Dorset Centre of Excellence are kept immaculately clean, tidy, and welcoming as possible for students, staff and guests. To carry out a range of duties to contribute to the cleanliness, safety, and maintenance of the premises.</p> <p>To ensure that all cleaning and other duties are undertaken to the required standards and are consistent across all areas in accordance with Health &amp; Safety requirements.</p>
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• To carry out cleaning tasks set out in the cleaning schedule.</li> <li>• To use all cleaning materials and equipment in safe and proper manner and in accordance with any instructions and specifications provided.</li> <li>• To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the Head Housekeeper (or other nominated supervisor).</li> <li>• To observe health and safety and security requirements.</li> <li>• To complete any appropriate records or documentation required by the Head Housekeeper, including assisting with water flushing and water temperature checks.</li> <li>• To assist with laundry (when required).</li> <li>• To maintain toilet facilities and that appropriate supplies of consumables are available.</li> <li>• Attend and complete mandatory training.</li> <li>• To maintain good working relationships with other staff and to co-operate with reasonable changes to daily work routines to assist the smooth operation of the company.</li> <li>• Overseeing cleaning supplies (in conjunction with your housekeeping colleagues), which includes taking regular inventories and advising the Head Housekeeper of stock levels as appropriate.</li> <li>• Make recommendations regarding ways to improve the housekeeping service and ensure more efficient operation to the Head Housekeeper.</li> <li>• To ensure that work undertaken complies with stated requirements and undertake appropriate training as required.</li> <li>• To ensure that all necessary paperwork is accurate and presented on time.</li> </ul>

	<ul style="list-style-type: none"><li>• Such other reasonable duties commensurate with the grade of the post as may be required by the Head Housekeeper (or other nominated supervisor).</li></ul> <p>The following duties are ones which all staff are required to perform:</p> <ul style="list-style-type: none"><li>• Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;</li><li>• Observe health and safety procedures and work safely at all times;</li><li>• To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;</li><li>• Undertake any other duties as required by your manager to meet the changing needs and demands of the Company.</li><li>• Conduct yourself with professionalism, tact, and diplomacy always as a representative of the Company.</li></ul>
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**This job description is current at the date of publication but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.**

## **PERSON SPECIFICATION – Housekeeper**

Criteria	Qualities	Essential/Desirable
Qualifications & Experience	1. Previous experience in a similar role	D
Skills & Knowledge	1. To have an understanding and the ability to adhere to infection control, health and safety and COSHH guidelines Able to identify and respond to problems arising. 2. Able to always maintain the strictest confidentiality and integrity. 3. Highly organised and efficient and able to work to tight deadlines, often under pressure. 4. Able work under your own initiative. 5. Ability to work as part of a diverse team. 6. Able to promote the safeguarding and welfare of children and young people across the Company. 7. Experience of working in an education setting. 8. Great attention to detail and pride in your work – you must be keen to deliver the highest possible standards and understand the impact you and your teams work has on the different areas within The Dorset Centre of Excellence. 9. The role will require some manual handling tasks – lifting, carrying – ability to carry these out safely.	D  E  E  E E E  D E   E
Personal Attributes	1. Promoting the ethos and values of the Company to all stakeholders. 2. Commitment to safeguarding and equality. 3. Pro-active, enthusiastic, resilient, and positive with an open mind to change. 4. Flexible approach.	E  E E  E