



CANDIDATE INFORMATION PACK

HOUSEKEEPER

Why work for us?

- A genuine commitment to staff wellbeing and to ensuring that all colleagues can maintain an appropriate work/life balance. Our staff are listened to and valued
- A school where teachers really can teach: students behave very well at Holyport College and they want to learn.
- Two additional weeks holiday per year compared to the average state school: our October half term is two weeks long and our Christmas holiday is three weeks
- Opportunities for international travel: no member of staff will be asked to do this if they don't want to however we have regular trips to Iceland, the Alps, Spain, France, Italy and to the USA
- Opportunities for CPD through our partnership with Eton College
- We actively seek to further the careers of our staff and to promote from within where possible.
- The (optional) opportunity to become involved in the boarding life of the school for additional payment





JOB DESCRIPTION HOUSEKEEPER

REPORTS TO: Housekeeping Manager

START DATE: ASAP

CONTRACT: Permanent - term time plus, 4 weeks

SALARY: £12.14 per hour for term time plus 20 days (FTE salary £23,426)

HOURS: 37 hours per week – 5.30am-2pm Mon-Thurs,
5.30am-1.30pm Fri

THE ROLE

The Housekeeping Manager and cleaning team as a whole are responsible for maintaining high standards of cleanliness throughout the school. Each Housekeeper will be responsible for an area and will be expected to clean to the frequency and standard set out in work schedules and below.

KEY RESPONSIBILITIES

- To provide a clean and pleasant environment in order to facilitate the effective teaching of pupils and it's full use by those staff and pupils who occupy the school
- To help maintain the fabric of the school buildings
- To ensure that work is consistently completed to a high standard
- To maintain cleanliness in order to prevent any health risk from occurring
- To carry out any other reasonable duties within the overall function of the job

GENERAL RESPONSIBILITIES

- To dress appropriately to be able to carry out duties effectively
- To clean a specified area of the school to the required standard as instructed by the Housekeeping Manager
- Wash floors, surfaces, fixtures and fittings and walls up to a specified height
- Cleaning inside windows up to specified height
- Sweeping and vacuuming floors
- Polishing and dusting surfaces and furniture
- Cleaning toilets, showers and shower areas
- Carefully use cleaning materials as appropriate and according to their instructions for use



- To empty bins, including paper shredder bins and remove rubbish from the premise to the appropriate area
- To report any damages to school property or other relevant matters to the Housekeeping Manager promptly
- To use power cleaning equipment as directed
- To comply with the requirements of Health & Safety at Work Regulations ensuring health and safety responsibilities are carried out
- To take reasonable care for the health and safety of themselves and others
- To ensure all tasks are carried out with due regard to health and safety
- To undertake training relevant to the post
- To complete regular designated deep cleaning projects during school holidays
- Attendance at staff meetings and department meetings, as appropriate
- Carry out amended work schedules as required from time to time by the Housekeeping Manager in response to parents' evenings, school events and staff absence
- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems
- It will be necessary to work with information technology and associated systems in accordance with College policies
- To co-operate with the College in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post
- To carry out the duties and responsibilities of the post in compliance with the College's equal opportunities policies
- To maintain confidentiality and observe data protection and associated guidelines where appropriate
- To understand and comply with the College's environmental policies
- To set an example of positivity and professionalism around staff and pupils



PERSON SPECIFICATION – HOUSEKEEPER

QUALIFICATION CRITERIA

- Right to work in UK

EXPERIENCE

- Experience of working in a school desirable

PERSONAL CHARACTERISTICS

- Flexible, highly organised and able to multi-task and prioritise work to meet deadlines
- Helpful, approachable and positive nature and ability to stay calm under pressure
- Able to take ownership of tasks and work with minimal supervision
- Have exacting standards and a keen eye for detail
- Keen to learn and further develop own skills
- Good interpersonal skills with pupils and adults
- Punctual, hardworking and committed

SPECIFIC SKILLS

- Good numeracy and literacy
- Physical ability to carry out manual handling tasks, e.g. moving of bins

OTHER

- The post holder must be committed to the safeguarding and promoting the welfare of all pupils



APPLICATION INFORMATION

DISCLOSURE AND BARRING SERVICES

All applicants must be prepared to undergo screening to confirm their suitability to work with children and young people.

EQUAL OPPORTUNITIES

Holyport College welcomes applications from all sectors of the community.

APPLICATIONS

Applications should be returned by e-mail to careers@holyporthcollege.org.uk

Applications must contain the following:

A fully completed Support Staff Application Form;

A fully completed Recruitment Monitoring Form;

A fully completed Equal Opportunities form

Applicants may also provide a Curriculum Vitae to supplement information given in the Application Form.

DISCLOSURE AND BARRING SERVICES

All applicants must be prepared to undergo screening to confirm their suitability to work with children and young people.

SOCIAL MEDIA

The College will undertake appropriate social media checks for all candidates invited to interview.

EQUAL OPPORTUNITIES

Holyport College welcomes applications from all sectors of the community.

In compliance with the Department for Education's safer recruitment guidance, the College will contact referees if you have been shortlisted for an interview.

Holyport College reserves the right to check the accuracy of statements made as part of an application process. Those submitting an application are deemed to have given consent to such checks being made.

All staff take part in the College's performance management process and must abide by the Code of Conduct for Staff and Volunteers at Holyport College.