



St. Joseph's Catholic High School

Business & Enterprise College

Living, Loving & Learning Through Christ

Head Housekeeper

Information Booklet

August 2018

Harrington Road, Workington CA14 3EE

01900 873290

www.sjchs.uk

HEAD HOUSEKEEPER

- Salary:** £17,007 - £17,173 pro rata [*£8.82 – £8.90 per hour*]
Grade: Cumbria County Council OP3 Points 11-12
Hours: Full Time 10am – 6pm
Term Time only plus two weeks. Permanent Contract

We are looking to appoint a highly motivated, flexible and enthusiastic Head Housekeeper. The role will supervise a small but dedicated cleaning team and will work closely with our Site Managers to ensure the school is clean and well maintained.

The role will be responsible for:

- The supervision of all cleaning staff focusing on their performance in terms of standards and their behaviour whilst on duty.
- Ensuring that a first-class cleaning service is delivered to all areas of the building on a daily basis
- Review work schedules to ensure cleaning rotas operate smoothly around school events and outside lets
- Ordering and monitoring of all cleaning materials. Ensuring that equipment is safely maintained and stored.
- Ensuring all staff are aware of the health and safety policies and procedures

Closing Date: Noon on 24th August 2018

Interviews: Week commencing 3rd September 2018

To apply, please return the completed application form to Julie.Gaffney@sjchs.uk by the closing date above.

For an informal discussion or if you have any questions, please contact Julie Gaffney or Zoe Brentnall on 01900 873290.

St Joseph's Catholic High School is committed to safeguarding and promoting the welfare of children and young people. Appointments will be subject to references and enhanced DBS check.

Job Description



Post:	Head Housekeeper
Salary Scale:	Cumbria County Council OP3 Points 11 - 12
Reporting to:	Headteacher's PA / Business Manager
Hours:	10am – 6pm Monday to Friday Term Time plus Training Days

Main Purpose:

To ensure that a high level of cleanliness is maintained throughout the school on a daily basis.

To manage the work of the cleaning staff which will include training, induction, instructing and supervising.

To undertake, as part of the team, the cleaning of designated areas to ensure they are kept in a clean and hygienic condition.

Duties:

- Ensuring that a first-class cleaning service is delivered to all areas of the building on a daily basis.
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the cleaning rota but require attention as part of maintaining overall high standards.
- The supervision of all cleaning staff focusing on their performance in terms of standards, efficiency and their behaviour whilst on duty.
- Review work schedules to ensure cleaning rotas operate smoothly around school events and outside lets.
- Ordering and monitoring of all cleaning materials. Ensuring that cleaning equipment is safely maintained and stored.

- Ensure all aspects of COSHH legislation are adhered to and appropriate monitoring systems are set up and followed as required.
- Ensuring all staff are aware of the health and safety policies and procedures.
- Report to the Site Manager any defects seen which are likely to affect security or health and safety.
- Ensure any graffiti and litter are dealt with promptly and toilets are cleaned regularly during the school day.
- To undertake a deep clean which may include shampooing carpets, cleaning lockers.
- Undertake any other duties, which may be regarded as within the nature of the duties, responsibilities and grade of the post defined.

Person Specification



Post: Head Housekeeper

Salary Scale: Cumbria County Council OP3 Points 11 - 12

Criteria	Essential	Desirable
Qualifications / Training / Competencies	Cleaning and support services NVQ 2 or equivalent qualification or experience in relevant discipline Good standard of literacy and numeracy	
Relevant Knowledge / Awareness	Knowledge of health and safety regulations are they relate to the operation of cleaning equipment and the dilution of cleaning materials	
Skills / Experience / Abilities	Experience of a range of cleaning work Ability to work effectively and supportively as a member of the school team Ability to work in an organised and methodical manner Ability to act on own initiative, dealing with any unexpected problems as they arise	Experience of managing and supervising a team
Other		

Conditions of Service

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

These duties may be amended as necessary at the discretion of the Headteacher in light of the future development of the school.

The creation of a truly Christian environment in which the Gospel is lived and experienced by all members of its community, is the central aim of St Joseph's. All applicants are expected to be supportive of this central aim.

Our School Mission Statement



AT ST. JOSEPH'S CATHOLIC HIGH SCHOOL
WE WILL CHALLENGE YOU TO AIM HIGH, WE EXPECT YOU TO SUCCEED

LIVING

LOVING

LEARNING

All members of the school community – pupils, staff, governors and parents – will be united in sharing a common purpose: to achieve their personal best, to pursue lifelong learning, to develop and model respect for themselves and others and lay a significant role in the life of the local community; and they will be able to articulate this common purpose and support each other to achieve these goals.

LIVING

LOVING

LEARNING

Our School will be characterised by positive, appropriate, productive and warm relationships all of which are at the heart of our faith. We will encourage all members of the community to reflect on and develop their relationships with each other to promote tolerance and understanding.

LIVING

LOVING

LEARNING

All members of the school community will strive to achieve excellence – their personal best in all areas of school life; academically, in extra-curricular activities and through their embodiment of positive attitudes and qualities.

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