

St Joseph's Catholic High School

"Living, loving, and learning – through Christ"



Head Housekeeper



www.sjchs.uk

Harrington Road, Workington CA14 3EE

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Message from our Headteacher



August 2019

Dear Colleague,

Thank you for expressing an interest in the advertised post. I hope you find the details in our application pack informative.

As we are a Catholic school, we have a Mission Statement based on our Catholic Faith. We endeavour to fulfil our Mission Statement through our lessons, through our celebrations, our worship and in all our day to day activities. This post holder, like all roles in school, will be expected to uphold and contribute to the Catholic Ethos by ensuring the Mission Statement is lived through the school.

St Joseph's is a school judged to be Good by Ofsted. I have been Headteacher at St Joseph's for two and a half years. We are a happy school with students who are well-mannered and welcoming. Our systems for behaviour and student support ensure that this remains the case and we work very hard to maintain our standards of behaviour for learning, dress and attendance.

If you feel that you would like to join St Joseph's, then I would very much welcome your application.

Yours sincerely,

Jacky Kennedy

Headteacher

Our Mission Statement

Living, Loving,
Learning through Christ



St Joseph's
Catholic High School

With St Joseph as our patron:

We are a loving family, following the Way of Jesus.

We live each day in prayer and joyful celebration together.

We realise that learning is key to the rest of our lives.

We listen and work hard towards, college, sixth form, university and work.

— ^ — Jesus said, — ^ —
“I am the way, the truth and the life.”

John 14:6

www.sjchs.uk

Our Distinctive Features



JOYFUL CELEBRATION

We celebrate our Faith together as a school in assemblies, at Mass and in tutor time.



THE WAY

The Catholic Life of our school follows a 5 year journey called The Way.



WE ARE A FAMILY

St Joseph's is a school where everyone counts. We care and look after each other. We are known for our friendly and supportive atmosphere.



CHARITABLE GIVING

We regularly support the poor and vulnerable. Each year group supports a charity with many events planned for each term.



ENJOYMENT

We plan a wide range of competitions, activities, trips and visits to complement and enrich our curriculum.



PARENTS AS PARTNERS

We establish relationships with parents quickly and communicate regularly via media and our Class Charts systems.



WE TAKE PRIDE IN OUR WORK

Our books demonstrate progress. Our marking and feedback challenge students to raise their grades further.



COMMUNICATION

Our Parents have daily access to behaviour and achievement data as well as regular updates via reports, texts and media.



HIGH EXPECTATIONS NO EXCUSES

Our 'no excuses' approach instils strong learning habits in every year group.



EVERY CHILD IS UNIQUE

We know every students' needs and work hard with parents to ensure all students are successful.



REWARDS

Our culture of success celebrates students' achievements and talents regularly in lessons, assemblies and in our annual Prize Giving.



CAREERS AND GOALS

Our well structured careers programme is supported by local employers, sixth form and university colleagues to ensure students' next steps are identified and planned.

HEAD HOUSEKEEPER [TEMPORARY MATERNITY COVER]

- Salary:** £18,065 - £18,426 pro rata [2019/20 rates]
- Grade:** Cumbria County Council Scale Point 3 - 4
- Hours:** Full Time
10am – 6pm Monday to Thursday / 10am – 5:30pm Friday
Term Time only plus two weeks.

We are looking to appoint a highly motivated, flexible and enthusiastic Head Housekeeper to cover maternity leave. 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:

- Ensuring that a first-class cleaning service is delivered to all areas of the building on a daily basis
- The supervision of all cleaning staff focusing on their performance in terms of standards 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 equipment is safely maintained and stored
- Ensuring all staff are aware of the health and safety policies and procedures
- Undertaking some supervisory duties when required.

For an application pack, please go to www.sjchs.uk/vacancies

The closing date is noon on 20th August 2019.

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 Scale Points 3 - 4
Reporting to:	Headteacher's PA / Business Manager
Hours:	10am – 6pm Monday to Thursday / 10am – 5:30pm Friday Term Time plus two weeks

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.
- To undertake supervisory duties during break and lunchtimes, as required
- Undertake any other duties, which may be regarded as within the nature of the duties, responsibilities and grade of the post defined.

Further Information

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.

Safeguarding Children

The school is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification.

All posts in a school are deemed to have a high degree of contact with children and therefore you must inform us if you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

An enhanced disclosure will be sought through the DBS as part of the pre-employment checking process.

Additional Information

All employees will need to confirm their right to work in this country, or seek sponsorship to work via the school, where appropriate.

Contracted Hours and Pay Scale

Please refer to the offer letter which will be provided at offer stage.

Person Specification



Post: Head Housekeeper

Salary Scale: Cumbria County Council Scale Point 3 -4

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	✓	
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	✓	
Skills / Abilities	✓	
Experience of managing and supervising a team	✓	