



# BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

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## JOB PROFILE

### HOUSEKEEPER

<b>GRADE:</b>	<b>2 (£12.26 per hour)</b>
<b>HOURS:</b>	<b>15-25 hours per week</b>
<b>RESPONSIBLE TO:</b>	<b>Assistant Site Manager</b>

#### **JOB PURPOSE:**

To carry out Housekeeping duties in accordance with the key responsibilities to a required standard to ensure that staff, students and other users have a comfortable, clean, safe and well maintained environment, in which to work or otherwise use the school facilities.

#### **KEY RESPONSIBILITIES:**

- To ensure that the school is a clean, safe and well maintained environment for students, staff and other users.
- To liaise with and work under the direction and supervision of the Assistant Site Manager
- To provide a courteous and helpful approach to students, parents and visitors and contribute to a pleasant, positive and co-operative working atmosphere.
- To comply with Health & Safety Legislation, school policy and good health and safety working practises in relation to the use of the school premises and grounds and own duties and responsibilities. Report any breaches of safety regulations/policies or other safety concerns noticed to the Assistant Site Manager, to enable the school and its grounds to be a safe and healthy place for students, staff and other users. To only use cleaning materials in accordance with the manufacturers printed instructions and COSHH regulations.
- To take a flexible approach to duties and responsibilities.
- To maintain confidentiality at all times.
- To liaise with the Assistant Site Manager and other staff as necessary.

#### **KEY TASKS:**

- To maintain neat display boards around the school
- To ensure the smooth running of the ADT department by cleaning cookers, filling detergent bottles, washing up, loading laundry and generally ensuring tidiness of area
- To inspect and clean the staff and student toilets following break and lunch time, ensuring provision of toilet rolls, soap and hand towels.
- To maintain the cleanliness of the corridors throughout the day sweeping and mopping any spillages.
- To load/unload the dishwasher in the medical room and staffroom following break and lunch time and ensure general cleanliness and tidiness.
- To check the accuracy and distribute the ESPO order weekly.
- To ensure all printers are loaded with paper on a daily basis.
- To check lost property items, identifying and redistributing where possible, and organise weekly viewing of unclaimed items.
- To provide hospitality to visitors.
- To pick litter after morning break daily and empty waste baskets as necessary.



- Monitor diffusers for cleanliness and advise Assistant Site Manager where replacements are necessary.
- Any other duties as may be required within the scope of the grade.

### **SPECIAL FACTORS:**

#### **Subject to the duration of the need, the special conditions given below apply:**

- The nature of the post may involve the carrying out of outside of normal working hours.
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the campus.
- Expenses will be paid in accordance with the Local Conditions of Service.
- This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

### **WHOLE CAMPUS RESPONSIBILITIES:**

- Support current policies and recognised good practice within the campus.
- Be aware of the importance of confidentiality and data protection.
- Participate in annual Performance Management review with Line Manager, based on agreed objectives, ideally one of which should be linked to the campus improvement plan where possible.
- To work as part of a team, to act as a contact in providing basic emergency first aid, if training is provided.
- Willingness to be flexible in both approach & use of time.
- All tasks should be undertaken with due regard to Health & Safety Regulations.
- To undertake such other duties which are within the scope of the job purpose, title of the job and its grade.

All BGLC employees are expected to promote and safeguard the welfare of students at this school.

**The Governing Body are seeking to promote the employment of people with disabilities and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable candidate with a disability.**

This Job Description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character and requirements of the post or the level of responsibility entailed. Variations are a common occurrence and do not necessarily constitute additional responsibilities or warrant a higher grade.

**June 2023**