

Job Description

Housekeeper

Todmorden High School is an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the School on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion.

Purpose and objectives of the role

Working as a Housekeeping Team Member you will be responsible for hygiene and cleanliness across the school during your shift pattern. You will need to be comfortable with covering distance whilst on site as there are two buildings that make up the school estate.

Responsibilities

You'll need excellent communication skills and a can do attitude.

General

- To deputise for other team members when absent.
- To participate in whole-school initiatives with a positive view of ever changing duties as relevant
- To carry out any other reasonable task commensurate with the role and its level.

Person Specification Housekeeper

A = Application form C = Certificates I = Interview R = References

Qualifications			
	Essential	Desirable	Source
Excellent level of education		D	A,C
Previous work experience		D	A,C
Willingness to engage in further study, inc First Aid	E		A, C
Skills and Knowledge			
Professional and confident manner	E		A, I
Strong customer care skills	E		A, I
Able to resolve problems and think creatively	E		A, C
Able to meet strict deadlines	E		A
Ability			
Able to work within a team and alone and with initiative	E		A, I

Professional attributes			
To be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at this school.	E		I
To be able to support our behaviour management strategies		D	A, I
To have excellent written and oral communication skills (which will be assessed at all stages of the process)		D	A, I
Show a good commitment to sustained attendance at work.	E		R
Personal qualities			
Continue to promote the school's strong educational philosophy and values	E		A, I
Inspire, challenge, motivate and empower teams and individuals to achieve high goals		D	A, I
Inspire trust in the school community		D	I
Demonstrate personal enthusiasm and commitment aimed at making a positive difference to children and young people	E		A, I
Build and maintain quality relationships through interpersonal skills and effective communication	E		A, I
Demonstrate personal and professional integrity, including values and vision	E		A, I, R
Prioritise, plan and organise yourself	E		A, I
Think analytically and creatively and demonstrate initiative in solving problems	E		A, I
Be aware of own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate feedback from others	E		A, I
Demonstrate a capacity for sustained hard work with energy and vigour	E		I
Confidential references and reports			
A positive recommendation from all referees, including current employer	E		R
Application form and supporting statement			
<i>The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post.</i>			