

# BROMSGROVE SCHOOL

## DAY HOUSEKEEPER

**JOB DESCRIPTION FOR** Day Housekeeper/ Saturday Supervision

**Line Manager:** **Monday to Friday** 9.00 a.m.- 1.00 p.m. Domestic Manager to Operations Manager  
**Monday to Friday** 1.00 p.m.-5.15 p.m. Houseparent to Operations Manager  
**Saturday** 10.00 a.m.-4.30 p.m. Houseparent to Deputy Head Pastoral

**Rate of Pay:** £ 11.50 per hour.

**Hours of Work:** **Monday to Friday 9.00 a.m.-5.15 p.m., term time only.** To be available in school holiday periods prior to a term starting and after a term ending to ensure that the House is prepared for use.  
**Saturday 10.00 a.m.-4.30 p.m.**

***There is a requirement to take an unpaid lunchbreak of 30 minutes.***

**Holidays:** You will be entitled to all school holiday periods with the exception of the times outlined in the Hours of Work. Your actual paid entitlement is 6.4 weeks.

**Sick Pay:** During the probationary period Nil  
During the first year, two weeks of full pay  
During second year, six weeks of full pay  
During years 3-5, eight weeks of full pay  
During years 6-10, ten weeks of full pay  
During year 11 and thereafter 12 weeks of full pay

### **GENERAL**

The primary purpose of the role is to ensure that the House is cleaned and maintained and to be physically present in the House at the times detailed below so that the House is not left unattended. Additionally, to provide general support and assistance in the Day House.

### **MAIN DUTIES**

#### **Housekeeping**

- To clean all of the house communal and toilet areas.
- To empty bins daily and oversee regularly.
- To assist in keeping day rooms tidy.
- To complete spring cleaning at specific times which will include carpet shampooing, floor cleaning, descaling sanitary fittings, washing of walls and cleaning of internal windows.
- To report any damage or required maintenance to Estates through the flo 360 process.

#### **Health and Safety**

- To complete weekly checks on all fire doors and extinguishers and record in fire book.
- To record any accidents in the accident book.
- To provide first aid where it is appropriate and safe to do so.

#### **House Support**

- ***To be present in the House at morning break 10.45 a.m.-11.05 a.m. and lunchtime 12.50 p.m.-2.05 p.m. and when lessons end 3.50 p.m. through to 5.15 p.m. Your own lunchtime break to be taken outside of these times, 12.00 p.m.-12.30 p.m.***

- To supervise the pupils at break times and assist with preparation of refreshments/morning toast etc. ensuring the areas remain tidy.
- To report any behaviour which is unreasonable to the Houseparent.
- To ring and order cleaning supplies, food supplies (milk/bread/butter from the dairy/kitchen etc.) when needed for the House.
- To carry out some general shopping in Bromsgrove town for tea, coffee, fruit etc. when requested by the Houseparent and shopping to be carried out whilst there is another member of teaching staff present in the House, ensuring the House is not left unattended.
- To order any packed lunches when needed and collect from the Dining Hall.
- To answer House phone and take any messages for staff/pupils.
- To communicate daily with the Houseparent.
- To advise the Tutor/Houseparent if a pupil has advised you of any problems.
- Issue sign-out slips for appointments in the absence of the Houseparent.
- At the request of the Houseparent to liaise and collect petty cash from Finance as necessary.
- In the absence of the Houseparent contact Senior School Reception by telephone or email if you are sending sick pupils across for medication or to be sent home.
- In the absence of the Houseparent meet and greet any visitors.
- When advised by the Domestic Manager/Laundry Manager, to drop off and collect any House laundry.
- To identify lost property and return to pupils.
- Be a welcoming and approachable presence in the House at all times.
- Be committed to the safeguarding and welfare of all pupils.

This is not necessarily an exhaustive list of all duties and the Day Housekeeper/Saturday Supervision role and post holders should be willing and flexible to assist the Houseparent with any other reasonable requests/duties in order to support the House.

## **PERSON SPECIFICATION**

### **Experience and Qualifications**

- Experience working with young people
- First Aid Qualification
- IT Literate, with good office skills desirable

### **Skills, Knowledge and abilities**

- Good timekeeping
- Excellent communication skills, verbal and written
- Good organisational skills
- Self-motivated
- Friendly and approachable

## **HOW TO APPLY**

Please complete using the online Application Form.

The closing date for applications is June 14<sup>th</sup>.

References will be taken up before the appointment is confirmed.

*The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening including checks with past employers and the DBS.*