

Queen Margaret's is a fully independent boarding and day school for girls aged 11-18, located in 75 acres of parkland, six miles south of the ancient city of York. Established in 1901, the School is proud of its traditions and Anglican foundation. Excellent pastoral care, with an emphasis on inclusion and opportunity are hallmarks of a QM education.

HOUSEKEEPING ASSISTANT – JOB DESCRIPTION

Housekeeping Assistants report to the School's Housekeeper and are part of a team who work throughout the School ensuring a high standard of cleanliness is maintained. Whilst hours can be flexible the majority of the team work Monday to Friday mornings. Flexibility in availability is required from time to time depending on the needs of the School including occasional weekend work.

Safeguarding:

All staff members have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

Duties:

By the nature of the responsibility, the following list is not exhaustive, but is a guide as to the main requirements of the role. Housekeeping Assistants must be flexible in approach and prepared to carry out reasonable tasks not necessarily covered within this job description:

- Carry out scheduled routine cleaning duties including cleaning windows, walls, floors, furniture and fittings, toilets, washrooms, residential and social areas and classrooms across the school;
- Use cleaning methods stipulated by the specification of the product and routine required, e.g. dusting, wiping, mopping, spray cleaning, polishing, stripping and vacuuming;
- Operate safely cleaning machinery, strip and seal floors moving furniture and fittings as required;
- Replenish dispensers, toilet rolls, hand towels and soap to allocated areas;
- Complete paperwork when using stock / materials as required.
- Work to the guidelines of waste management with the removal of waste to allocated areas.
- Support all housekeeping requirements both during and outside of term time, these duties include bed making and laundry
- Support the upkeep of the school by reporting any damage, maintenance, health & safety issues.
- Check all machinery and equipment before use to ensure that it is safe and in good working order.
- Clean all machinery and accessories after use, for example, empty vacuum cleaners, clean filters, wipe down after use.
- Report any defects immediately to your supervisor and discontinue using any machinery or equipment with a fault, until it has been repaired.
- Ensure your working area meets Health & safety guidelines.
- Adhere to the School's policies, procedures and guidelines.
- Carry out major cleaning tasks when required, for example, periodic deep cleaning during School closure period (including moving furniture to enable this) or for events throughout the school terms.
- Support the provision of teas and coffees or light refreshments for visitors, events, staff and functions
- Participate in the School's annual appraisal system
- Set up areas of School (for example exam rooms, Chapel, meeting rooms etc) as required; this can include moving classroom furniture, beds, tables chairs etc
- As required, distribute parcels or laundry around the site

Person Specification

Essential skills:

- Basic literacy and numeracy skills.
- Reliable and self-motivating
- Willing to undertake appropriate training
- Good communication, reporting and recording skills
- Understanding and commitment to working within Health & Safety legislation.
- Well organised and enthusiastic with a flexible attitude to change
- Be able to show initiative and maintain confidentiality
- Be honest, polite and helpful at all times.

Terms and Conditions of Employment

The following particulars do not form any part of an offer of employment. Terms and conditions, which will incorporate the Staff Handbook, will be documented in due course.

1. Appointment

The Housekeeping Assistant is appointed by the Bursar in conjunction with the Housekeeping Manager, subject to enhanced DBS clearance and receipt of satisfactory references. The appointee will be required to complete a confidential medical questionnaire (and medical examination where applicable, the costs of which will be met by the school).

2. Line Management

The Housekeeping Assistant reports to the School Housekeeper. The School Housekeeper reports to the Bursar.

3. Reputation

All members of the Housekeeping Department, as with all other members of staff, are responsible for the protection of the reputation of the school through their contact with girls, parents, visitors and outside organisations and through their conduct and the contributions they make whether in or outside school. Actions that may tarnish the reputation of the school are to be regarded as disciplinary issues.

4. Probationary Period

This appointment shall be subject to a probationary period of three months during which the appointment may be terminated on one month's notice. This period may be extended by notice in writing given before the expiry of the initial period.

5. Working Hours and Holiday Entitlement

Working hours are as set out in the offer letter. Holiday entitlement is 28 days including Bank Holidays. Bank Holidays falling during term time are not staff holidays and must be worked as normal other than by prior agreement.

In addition, once you have worked for the School for 5 years, you will be entitled to 1 additional day's paid holiday in the next holiday year and to a further day for each additional year worked, up to a maximum of 5 additional days each year.

Holidays cannot be taken during term time other than by prior arrangement; all holidays to be approved by the School Housekeeper. A minimum of 8 weeks' notice should be given of proposed holiday dates.

The appointee shall make any requests for absence in writing to the School housekeeper, who will make consistent and transparent judgements based upon the best interest of the girls and the School. Sufficient notice must be given.

6. Pay and Pension

Pay is as set out in the offer letter and paid monthly in arrears. Housekeeping Assistants are eligible to join the School's Pension Scheme after 3 months. This is a defined contribution scheme with employee contributions of 6% (gross) and employer contributions of 8.4%.

6. Sickness and Absence from work

The School's Family Leave and Sick pay policies are non-contractual and are available in the Staff Handbook (The QM Red Book).

7. Overtime

Extra hours worked Monday to Saturday 07:00 hours to 20:00 hours will be paid by overtime at the standard hourly rate. Extra hours worked outside those times will be paid at 1.5 times your hourly standard rate. Sundays and Bank Holidays (other than those falling during the School term – which will be remunerated at your hourly standard rate) will be paid at 2 times the hourly standard rate. You will be obliged to work overtime when requested up to a maximum of 25% of your contracted hours.

8. Meals

Food and refreshments are provided at lunchtime during term time after or during your shift.

7. Notice Period

The appointee is required to give the School one month's notice of his/her intention to leave this post.

9. Safeguarding & Child Protection

All employees of Queen Margaret's are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to and ensure compliance with the school's Safeguarding and Staff Discipline policies. If in the course of carrying out the duties of this post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, this must be reported to the Designated Safeguarding Lead or as indicated in the policy.

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.

Queen Margaret's School

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www.queenmargarets.com