

Job Description

Job Title	Trust House Keeper
Grade	2020 Scale 1 (Band 1 (Mid-point))
Reports to	Head of Finance and Operations
Responsible for	N/A
Liaison with	Caretaker, Trust Staff
Job Purpose	To undertake cleaning, house and garden maintenance of the Trust house according to Procedures Codes using a variety of methods including machinery and adhering to safety regulations.
Duties	<ul style="list-style-type: none"> • To carry out cleaning in all areas of the Trust house - Hoover, wipe desks, telephones and keyboards, clean toilets and sinks, empty all bins, clean kitchen surfaces and microwave, wash up crockery and cutlery on a daily basis. • Clean front door, windows, window-sills, skirting boards, cobwebs and any glass panels in doors, mop floor surfaces on stairs, in toilets, meeting room and kitchen on a weekly basis. • To carry out as necessary the replacement toilet rolls, kitchen towels and bin liners. • Monitor stock levels and request replacements where necessary. • Maintain all garden areas which will involve digging, edging, weeding, planting, watering as required. • Maintain paved areas, weeding and keeping litter/debris free. • Outside - Clean downstairs windows, window-sills and external doors. • To assist as necessary with the cleaning up after break-in or vandalism at the Trust house and in emergency situations to assist with the clearing of snow and ice from paths and entries. • To undertake training in health and safety and the use of cleaning chemicals. • To notify the Caretaker or other Senior member of staff, of any damage to fencing, buildings and equipment or of anything you see that may be dangerous to staff or in need of repair. • All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others. <p>Such other duties relating to the cleanliness and maintenance of the Trust house and grounds as may be necessary from time to time within the reasonable requirements of the CEO and Head of Operations.</p>

	<p>The duties may be varied to meet changing circumstances in the post held. Any such developments will only take place after consultation with all those involved and do not form part of the staff member's contract.</p> <p>The post is portable across any school in the Trust.</p>
<p>General</p>	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

CLEANER/CARETAKER (cleaner/caretaker 'G')

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	No specific experience required
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid
	Literacy	Basic reading skills
	Numeracy	Ability to count
	Technology	Ability to use general cleaning products
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to follow instructions
Working with children	Behaviour Management	Understand the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information
Responsibilities	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate ability to resolve routine problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role