



School Housekeeper

About the Role

The Operations Services is essential to the smooth running of the school, you will be responsible for delivering excellent cleaning services throughout the campus, ensuring all spaces are well-maintained. In addition, you will provide excellent customer service to our students, staff and visitors, contributing to the overall success of the Scarisbrick Hall School. Your efforts will support the ongoing improvement of our services and standards, working collaboratively with the rest of the facilities team to enhance the overall experience.

Hours of work: 15 hours per week, term time only.

Rate of pay: £12.40 per hour.

Work pattern: Monday to Friday 16:00-19:00

Location: Scarisbrick Hall School. Southport Road, Scarisbrick, L40 9RQ

Access: Free staff car park is available, in addition SHS is situated on Bus route 300, 375, 385

Pre-employment checks:

The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure & Barring service, the school will conduct these checks.

Following offer, successful candidates will need to provide original proof of identity, qualifications and professional memberships, and evidence their right to work in the UK. SHS is not able to sponsor individuals who require permission to work to carry out this position.

Ready to apply:

To apply for this vacancy please complete send a CV to recruitment@scarisbrickhallschool.co.uk before submitting your application please refer to our job description and person specification below.

If you require any further information, please contact our Housekeeper Manager on 01704 841151

Job Description: Housekeeper

Job Title: Housekeeper

Responsible to: Housekeeper Manager

Job purpose: The main aim of the service is to provide a highly proficient, motivated and effective workforce which is committed to providing a high standard of cleaning service across the school.

Main activities:

1. Carry out cleaning tasks across the school building according to established standards, utilising cleaning materials efficiently and cost-effectively as instructed by the Housekeeper Manager.
2. Continuously provide professional, friendly and engaging service.
3. A weekly cleaning schedule will be provided outlining the standard routine to follow. However, adjustments may be required at the Managers discretion to accommodate varying building usage and to cover sickness or holiday absences.
4. Carry out deep cleaning, order stock and maintain cleaning equipment and supplies.
5. Inspect all areas under your control, ensuring standards have been meet and record any faults to the Housekeeper Manager.
6. Comply with the Schools policies and procedures.

Customer Service

1. Promote the value and behaviours of excellent customer service, and the ethos of the school.
2. Respond and follow up requests, concerns and problems to achieve customer satisfaction and escalating issues to supervisors as appropriate.
3. Attend all mandatory training courses along with those identified by your manager as necessary to carry out, to complete your job to the best of your ability.
4. Comply with all SHS policies and procedures, statutory regulations relating to your workplace, including but not limited to fire, health and safety, hygiene, working safely and COSHH

Person Specification: Housekeeper

Qualification and Experience	Essential (E) or desirable (D)	Identified by Application form (AF), Interview (I) and Test (T)
Previous housekeeping experience	D	AF
Experience in a front-line customer service environment delivering excellent customer service	E	AF
Experience		
Ability to work effectively as part of a team	D	AF/I
Experience of previous work in a school environment	D	AF/I
Skills and attributes		
Awareness of CoSSH	D	AF/I
Awareness of Health and Safety issues	D	AF/I
Evidence of excellent time management skills	E	AF/I
Evidence of working independently with the minimum of supervision	E	AF/I
Evidence of being an effective team player	E	AF/I
Evidence of organising tasks efficiently and to deadlines	E	AF/I
Able to demonstrate a willingness to attend appropriate training and development	E	AF/I
Personal qualities		
Commitment to safeguarding and protecting the welfare of children and young people	E	AF/I
Have good communication and interpersonal skills	E	AF/I
Have a positive approach to customer care and service delivery.	E	AF/I
Willingness to work occasionally outside of contracted hours e.g. Parents Evenings, Open Evening, lettings etc	E	AF/I