

Housekeeping Assistant

Information for Candidates.



**Queen Margaret's
School for Girls**

Escrick Park, York

Job Description

Housekeeping Assistant

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.

Hours of work: Monday to Friday, 20 hours per week, 4 hours per day (flexible working patterns to suit the candidate, the role may suit someone looking for work around childcare or school hours) all year round. Team members will be expected to demonstrate flexibility with regard to working hours during busy times. Some weekend work should be expected; in the region of five or six days per year to include Speech Day at the start of July, you will also be expected to work on May Bank Holiday if it falls during term time.

Benefits:

- Free onsite parking
- Free meals on site whilst on duty during term time
- Flexible working hours - may suit someone looking for work around childcare or school hours
- Generous Contributory Pension Scheme
- Holiday entitlement of 28 days including statutory holidays, increasing by one day per year up to a maximum of 33 days
- Staff swimming sessions
- Rural setting

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, and 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 and chairs etc
- As required, distribute parcels or laundry around the site
- Supporting school functions and events in a front of house capacity.

Person Specification

Essential skills:

- Basic literacy and numeracy skills
- Reliable and self-motivating
- Willing to undertake 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
- Ability to work as part of a team and independently
- Be able to show initiative and maintain confidentiality
- Be honest, polite and helpful at all times.

Working at QM

We are an equal opportunities employer and actively seek applications from candidates of all genders and all backgrounds. We employ around 170 staff, with over 60 teachers, and the majority of staff live within 30-45 minutes of the school including York, Hull, Leeds and Harrogate.

Working in a boarding school is an experience like no other. The sense of community is very strong and the opportunity to get to know both girls and staff is more apparent than would be the case in a day school. There are lessons on a Saturday morning and our term dates are shorter than schools in the state sector, although we adhere wherever possible to the half term dates of the local authorities in order to support our staff with children of school age.

Most girls stay at school after their lessons finish each day, either because they are boarders or because they are involved in activities. There are a variety of enrichment activities and clubs on offer including horse riding, squash and tennis coaching plus clubs as diverse as debating, fashion, philosophy and swimming. We have extensive sports facilities and all girls play hockey, lacrosse, netball and rounders as well as an array of other sports. Day girls are able to stay until 19:00.

How To Apply

All applicants must complete the school's official application form, available on our website via this link <https://queenmargarets.com/careers>, providing a full career history and names and contact details for two referees. Completed application forms should be returned to: recruitment@queenmargarets.com.

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 and will be asked to bring certain documents to interview to confirm their identity.

Candidates should be aware that, in compliance with statutory guidance, as part of the shortlisting process the school will carry out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.

Queen Margaret's

Established in 1901, QM is an independent boarding and day school for girls aged 11-18. You will find us in glorious parkland about six miles south of York. But we are much more than our surroundings, we are more than a school:

We're a home from home,
A family of learning and belonging,
In a truly inspirational setting.

We are somewhere each and every girl can thrive,
Where they'll be happy and healthy,
Grow their knowledge, skills and confidence,
And make friends for life.

Somewhere that's the bedrock for success,
Opens up opportunities and possibilities,
Inspires them to forge their own future,
And gets them ready for life, whatever their calling.

We nurture girls to fulfil their ambitions,
To realise their potential,
To become the best women they can be,
And give them an amazing start in life.

Girls do so much better in single-sex education and here we see our pupils engaging enthusiastically in a range of activities - academic, sport, extracurricular and social. No airs and graces, no frills or make-up, just girls getting stuck in, and having fun while they do it. They achieve academically (outstandingly so), they come from a variety of backgrounds and, with an increasing emphasis on the level of support available, we are proud to continue making a QM education possible for an increasingly diverse range of girls. Our girls have homes in York, Ripon, Thirsk, Newcastle upon Tyne, Inverness, Hong Kong, Madrid, Frankfurt and Bangkok. Many girls board, not because they have to, but because they want to. The girls are the focus of life at QM and are at the heart of everything we do. It's this focus and an individualistic approach that allows our girls to carve their own path, and flourish as formidable, independent women.