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| <b>Job Description:</b> | <b>Housekeeper</b>                                       |
| <b>Salary:</b>          | <b>£8 per hour, increasing to £8.55 after probation</b>  |
| <b>Hours:</b>           | <b>Part Time 16-20 hours, flexible times over 7 days</b> |
| <b>Responsible to:</b>  | <b>Head of Procurement</b>                               |
| <b>Location:</b>        | <b>Bransford, WR6 5JE</b>                                |

Our aim is to provide a homely, caring environment individually tailored to a young person's needs, encouraging them to develop independence

### **Job Purpose**

- Maintain cleanliness of site; including school, staff areas and children's rooms
- Ensure site is safe
- Economic use of appropriate cleaning materials
- Engage positively with staff and children to support the aims of Our Place Schools

### **Main Responsibilities**

- Work with the Housekeeping team
- Clean staff and children's bathrooms and toilets
- Laundry of linen, towels and children's personal items, including drying of items
- Clean communal spaces
- Clean staff areas, including loading and unloading dishwasher
- Report any faults or damage to maintenance staff
- Adhere to health and safety and hygiene procedures
- Check deliveries against invoice/delivery notes, dealing with any discrepancies, reporting these to the Head of Procurement where necessary
- Maintain cleaning supplies and notifying head of Procurement to order replacement items

**Our Place Schools is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS will be required for the successful**



candidate in accordance with Safeguarding Children and Safer Recruitment in Education legislation along with Employment checks

Our Place offers 28 days annual leave, including public holidays. Our Place operates a NEST pension scheme; most people will be eligible to enroll. If you don't opt out, you will be automatically enrolled. We offer childcare vouchers, plus additional benefits, which are being reviewed to ensure that we are a great place to work

For more information about this or other vacancies, contact us on [careers@ourplaceschools.com](mailto:careers@ourplaceschools.com)