



## Farnley Close School,

Bolney Court, Bolney, West Sussex, RH17 5RD

### Job Description

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**Job Title:** Housekeeper – Laundry + Cleaning

**Reports to:** Estate Manager

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#### **Main Duties and Responsibilities:**

Ensuring all residential laundry is washed, ironed and returned to each relevant house in a timely manner during the week.

Supplying, ordering and stock-keeping all laundry and cleaning products including the provision of all school uniforms, PE kits to the young people at the school.

Supporting the cleaning team to ensure the school is kept clean at all times.

With the support of the Estate Manager to monitor the budget for the purchase of linen, duvets, pillows, curtains, mattresses and other soft furnishings required in the residential accommodation units at the school.

#### **Personal skills and attributes**

- Experience of working as part of a team.
- Self-motivated with a flexible approach.

#### **General Accountabilities:**

- Observe the letter and spirit of all the school policies and be aware of and comply with policies and procedures relating to Health and Safety, Confidentiality and General Data Protection Regulation, reporting all concerns to the appropriate person.
- Maintain particular regard to the Child Protection and Safeguarding Policy and report any concerns immediately. All employees are required to demonstrate commitment to promoting and safeguarding the welfare of children and young people in the school.
- Adhere to the content of the policies in all aspects of day-to-day duties relating to staff, young people, members of the public and other agencies.
- Contribute to good staff relationships.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in relevant meetings, as required.

- Participate in training and other learning activities and performance development, as required.
- Participate in all requirements to ensure continued professional development (CPD) including your annual appraisal and regular meetings with your Line Manager.

### **Safeguarding**

- Farney Close School is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area.
- As a member of staff at Farney Close School you have a responsibility for safeguarding and must ensure that you and members of your team maintain up to date knowledge and insight into all child protection policies, guidance and relevant government legislation. You must follow the School's Child Protection and Safeguarding Policy at all times

### **Confidentiality:**

During the course of your employment you may have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

### **Job Description Duties:**

#### **Qualifications:**

Relevant experience and education.

#### **Experience and Skills:**

- Excellent written and verbal communication skills.
- Ability to liaise effectively with families.
- Excellent interpersonal and team working skills.
- Ability to initiate work and to work unsupervised.

#### **Attributes:**

- Commitment to the provision of a quality service to children and young people and a high level of customer care.
- A sensitive and responsive approach to young people and parent / carers needs.
- Proactive, forward thinking and possess and exercise sound judgement.

### **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health & Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**General Statement**

To undertake any reasonable duties as requested by the Senior Leadership Team and the Directors.

This job description may be altered without notice due to changes in technology, policy practice, procedure or legislation.

This job description is not an exhaustive list of duties and the post-holder will be required to undertake any other reasonable duties as discussed and directed by the Principal. This job description is intended to reflect the range of duties the post-holder will perform.

Report immediately to a Senior Manager, or any other appropriate person any malpractice or evidence of malpractice of any member of staff.

Read, understand and be required to sign, as requested, all relevant school policies.

**This post is subject to an Enhanced DBS (with Barred List) check.**

Our school is committed to equality and promoting the welfare of children and expects all staff to share this commitment.

**Review**

This job description will be reviewed at least once per year in line with your annual appraisal and may be subject to amendment or modification at any time after consultation with the post holder.

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	