

TRELOAR TRUST

JOB DESCRIPTION

Post:	Senior House Keeper - Wessex
Location:	Wessex House
Responsible to:	Residential Manager – Wessex House

Main Purpose of Job:

To ensure the day to day tidiness of the house and to ensure that key housekeeping tasks including laundry, linen management, washing up, student rooms and managing the ordering and distribution of stores and key stock items. This is substantially a hands-on role. To assist in the direction and monitoring of the 3rd party cleaning contractor.

KEY TASKS

- Ensure students (with SSA support as applicable) leave bedrooms in an acceptable state at the start of the College day according to age and disability.
- Oversee the daily laundry and assist residential staff with student's personal laundry.
- Manage linen stock, collecting sending out, receiving cleaned returns and distributing.
- Manage replacement of bedding (pillows and duvets) on rolling programme of replacement
- Order stores, oversee and check the restocking of rooms with consumables e.g. disposable gloves, aprons etc.
- Oversee and enforce house rules in the various kitchens, collecting and cleaning any residual dirty crockery at the end of break
- Liaise with facilities over minor maintenance requirements
- Monitor effectiveness of daily clean, reporting shortfalls to contractors and as needed facilities/deputy house managers
- Ensure domestic fridges and freezers comply with food hygiene requirements and temperatures are monitored
- Ensure domestic food / tuck boxes are labelled and stored correctly
- To assist in helping some students to achieve their independent laundry skills and record evidence on the Databridge system.
- To assist in helping some students to achieve their independent laundry skills, liaising with Team Leaders or key workers
- Adhere to the policies and procedures of the trust
- To perform such other duties as may from time to time be required by the Residential manager.
- At the end and beginning of each term ensure that an opening and shut down procedure for the house is followed i.e. windows closed, fridges emptied.
- Dusting hoovering
- Completing infection control tasks, including peer audits

Other duties

- To support the Trust in safeguarding and protecting the welfare of all students.
- To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
- To maintain and develop own professional knowledge and awareness.
- To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.

- A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
- This job description will be reviewed and amended in the light of changing professional demands.

Treloar Trust HR Department
April 2021

Person Specification – Housekeeper

MINIMUM	DESIRABLE
Qualifications 1. Educated to GCSE standard or equivalent	1. Food Hygiene Certificate 2. CIEH level 2 Award H&S in the Workplace Qualification
Skills and Knowledge 1. Basic computing knowledge 2. Good verbal and written communication skills. 3. Ability to communicate at all levels, including with students and staff. 4. Team working skills 5. Good organising and co-ordinating skills. 6. Ability to work independently and to prioritise work. 7. Attention to detail	
Experience 1. Previous experience of working in a caring environment personally or professionally	1. Experience of working in a housekeeping role 2. Experience of working in a disability environment 3. Knowledge of infection control and COSHH
Personal qualities 1. A commitment to promoting and safeguarding the welfare of students 2. Willingness and ability to undertake work related training and utilize new skills and knowledge to enable improved support	
Physical requirements 1. Ability to cope with physical aspects of the post Including safe lifting and handling techniques.	
TRELOAR TRUST IS COMMITTED TO SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS	
All successful candidates will be subject to a Disclosure & Barring Service Check along with other relevant employment checks	

BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE TRUST'S EQUAL OPPORTUNITIES POLICY.