



Primary Learning Trust (PLT)

...where everyone flourishes!

Belonging Flourishing Collaboration Evidence-informed

Mission: to educate all our primary children for life, inspired by expert professionals, in a place *where everyone flourishes!*

Are you a people person with an eye for detail who loves creating clean, welcoming spaces?

We're looking for a dedicated housekeeper to join our team. We offer flexible hours to accommodate school schedules. If you take pride in maintaining a spotless environment and enjoy working in a supportive, community-focused setting, this could be the perfect role for you!

Location		Ryders Hayes School Gilpin Crescent, Pelsall Walsall, WS3 4HX	
Role Title	<i>Hospitality/ House-keeping Assistant</i>	Reporting to:	<i>Office Manager</i>
Section:	<i>Hospitality</i>	Responsible for:	<i>Hospitality</i>
Contract Type	<i>Permanent</i>	Start date:	<i>ASAP</i>
Hours	<i>Term time only, 60 annualised hours</i>	Scale:	SCP 2 - 6 (hourly rate) Dependant on experience

Trustees are seeking a dedicated Housekeeping and Hospitality Assistant to join our team. In this role, you will manage refreshments and maintain cleanliness in key areas to ensure the smooth running of meetings and events. We believe that you can truly belong when you feel connected, valued, trusted and fulfilled, with a shared purpose to achieve excellence in a psychologically safe environment. Our people are nurtured to flourish through the development of their intellectual potential and live well, building strong relationships as well-rounded human beings.

JOB DESCRIPTION

Hospitality and Event Support
<ol style="list-style-type: none"> 1. Prepare and set up tea, coffee, and other refreshments for meetings, training sessions, and events. 2. Ensure the timely replenishment of beverages and supplies throughout meetings and events. 3. Assist with the setup and breakdown of event spaces, including arranging tables, chairs, and equipment. 4. Ensure hospitality areas are clean and presentable before, during, and after events.



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Housekeeping Duties

1. Perform a weekly cleaning of the Training School, including the kitchenette, surface areas and foyer area.
2. Conduct a bi-weekly deep clean of the staff room, ensuring the cleanliness of kitchenettes, common areas, and any shared facilities.
3. Inform the Office Manager of any need to restock supplies, including tea, coffee, and cleaning materials, in the staff room and Training School.
4. Perform regular checks of cleanliness and hygiene standards.

Please note there may be opportunities for increased ad-hoc hours throughout the year.

We can offer you:

- the opportunity to make a difference to our happy and successful school.
- a school open to new ideas and willing to embrace change for the good of the school.

This job description has been prepared for the purpose of the Multi Academy Trust organisation. It may change through consultation as the role and the needs of the MAT develop and evolve. The post-holder will be expected to carry out any reasonable request from the CEO and Chair of Trustees.

Closing date for applications: 7th October by 12:00 pm (noon)

Interviews: 11th October 2024

Location: Ryders Hayes School

Please call Raj Johal to arrange an informal call on 01922 683008 or email r.johal@ryders-hayes.co.uk for further details and any queries. Application forms and further details are available by contacting the school directly at the above telephone number, by email: r.johal@ryders-hayes.co.uk or on the website

Please return your application form to r.johal@ryders-hayes.co.uk or the school office at Ryders Hayes School.

Primary Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applications.