



Melbourn Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Melbourn Primary School: Making learning Irresistable

We are a happy and caring school with a strong sense of community. Learning is at the centre of all we do; we strive to provide a dynamic and inspiring education which appeals to the many interests of the children. We work hard and strive for excellence in our school; our aim is that everyone in our school reaches the highest standards of achievement possible whilst becoming confident and independent.

SCHOOL HOUSEKEEPER

Accountable to: School Business Manager & Finance Manager

Scale: Grade 2 Point 4

PURPOSE OF THE JOB

To model the school's ethos and vision within a framework inspired by our values and ethics. The school caretaker can often be the first point of call for visitors to the school, parents, staff and children. As one of the 'faces' of the school the housekeeper should be welcoming, personable, helpful and able to represent the school in a professional and friendly manner.

To carry out a full range of duties to provide exacting standards of cleanliness, general security and maintenance of the school premises.

This will be conducted under the general supervision of the Finance Manager & School Business Manager.

MAIN RESPONSIBILITIES

1. Unlock external school gates and lock external gates once parents are off site.
2. Management of school milk including cleaning of fridges.
3. Management of lunch trolleys, ensuring they are correctly positioned and clean.
4. Maintain staffroom and staff kitchens, to include cleaning of sink areas and dishwasher.
5. Ensure corridors and common areas are clear and tidy. Some cleaning may be necessary.
6. Check school displays are well maintained.
7. Support with the maintenance and management of school library.
8. Manage lost property.
9. Support front office.
10. Administer first aid
Deal with day-to-day medical paperwork and administer first aid.
Ensure first aid boxes are well equipped.
First aid cupboard is clean and tidy.
11. Watering of plants during summer months.
12. To organise and support with hospitality for school events.
13. Booking in and signing for deliveries. Distribution of goods.



SCHOOL HOUSEKEEPER

14. To support Headteacher with celebration assemblies with refreshments.
15. Tidying of resource cupboards.
16. As part of the school team ensure all areas of the school are kept tidy and clean.
17. Any other

HEALTH & SAFETY

18. Comply with the requirements of Health and Safety at Work regulations.
19. Take reasonable care for the Health and Safety of yourself and others, including adherence to 'lone working' guidelines.
20. Cooperate with the school to ensure that Health and Safety responsibilities are carried out
21. Perform duties in line with health and Safety and COSHH regulations and act where hazards are identified, reporting serious hazards immediately to the Headteacher or other senior person.

Variation Clause:

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation

Flexibility Clause:

1. Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the School's other sections or departments.