



PORT · REGIS

Housekeeper

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

Role Profile

We are seeking to appoint a warm, friendly and organised Housekeeper to join our delightful team.

Remuneration and Benefits

The successful candidate(s) can expect:

- Competitive salary, pension and holiday benefits.
- An employee assistance programme with extensive support in relation to wellbeing and wellness, finance and legal, work and personal issues, as well as a wide range of rewards and discounts.
- Complimentary use of the School's staff gym and Sports Centre.
- Delicious meals in our Dining Hall during term time.
- To join a delightful team and exceptional working environment.

Hours of Work

30 hours a week, Monday to Friday 07.00 to 13.00.

Start Date

As soon as possible.

Job Description

You will report to the Principal Housekeeper (PH) or Housekeeper Supervisor (HS) on a daily basis. The person you will ultimately report to is the Bursar.

General

- Meet daily with PH or HS
- Assist PH and domestic team as required with daily/weekly/termly duties, events, functions and manage changes to normal routine

Day to day

- To clean and maintain all designated areas to the standards required in accordance with individual area specifications
- To help others and cover other areas when required
- To carry out any reasonable request from the PH or Bursar within the general scope and purpose of your job
- To ensure the efficient running of all aspects of the laundry

Organisation and Supervision

- To manage and work effectively with little or no supervision
- Be able to work as part of a team
- Be able to self-motivate to complete tasks effectively

Staff

- Provide support for members of staff within the department and to respect your fellow employees, customers, clients and visitors
- To carry out any reasonable request from the HP, HS, or Bursar

Health and Safety

- To maintain standards of health and safety in accordance with legislation and other statutory requirements
- To always ensure all equipment is cleaned regularly, maintained in a safe condition and stored correctly in the designated area after use
- To attend team briefings and training sessions as required
- To maintain a high standard of personal hygiene at all times and always wear the uniform provided and keep it neat and tidy
- To carry out termly visual checks on all electrical equipment

Duties – Overview

- You must be a self-motivated person, able to complete given tasks in the timescale provided. You will be expected to manage your own time efficiently and have good organisational and communication skills and initiative.

General Duties

- Safeguarding and compliance with our Child Protection & Safeguarding Policy and procedures.

- Comply with statutory requirements for example the Health and Safety at Work Act and the Data Protection Act and School policies and procedures in this regard.
- Maintain positive and effective communication with all members of the Port Regis community including pupils, staff, parents and Old Port Regians (OPRs); external users; the local community; and outside agencies.
- Ensure the reflection of Port Regis' values in all communications.
- Adhere to the school's policies as contained in the Staff Handbook.
- Undertake other such duties as may reasonably be required from time to time.

Person Specification

Essential

- A commitment to promoting and safeguarding the welfare of children.
- Excellent interpersonal and communication skills.
- Excellent organisational and time management skills.
- The ability to work under pressure, to prioritise and manage a varied workload with accuracy and to ensure deadlines are met.
- Self-motivated and proactive, with the proven ability to work independently, and take responsibility for actions.
- A strong team player.
- Be willing to 'go the extra mile' and be flexible around the needs of the School.
- A kind, caring and cheerful nature.

Desired

- Proven experience of working in a similar role.

Application Procedure

Please contact Tracey Foster, Principal Housekeeper (tracey.foster@portregis.com) for details of how to apply. Please read the Explanatory Note which contains details of our safer recruitment vetting checks before applying.

Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.

Sally Ehlen
Bursar

Note: The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's Child Protection & Safeguarding Policy at all times. If, in the course of carrying out the role, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.