

Job Description Housekeeper

Role Summary

To support the Registered Managers in the upkeep of the children's home at MacIntyre School Wingrave with specific responsibilities for general maintenance, housekeeping and cleaning to provide a high quality and homely environment.

Working with the Registered Managers the support teams within the children's home and our facilities team you will ensure that the environments that young people live in are homely, clean and reflect the interests and personalities of the young people that live there. You will ensure that there is a quick response to any damage to furnishings to ensure that environments remain in good order. You will support the staff teams within the home to achieve and maintain high quality living environments across the whole children's' home. You will ensure that good quality furnishings are resourced and purchased as required.

You will be accountable to a Registered Manager

Our job descriptions are all written with the following four key points about MacIntyre in mind:

1. Our Vision

For all people with a learning disability to live a life that makes sense to them.

2. Our Mission

We will support a sense of wellbeing through a celebration of each person's unique gifts, talents and contributions, the quality of our relationships and ensuring the promotion of real opportunities to connect with others.

3. Our purpose

To achieve excellence in everything we do.

MacIntyre's "*primary purpose*" is to make a positive contribution to the lives of children and adults with disabilities. We make this contribution by ensuring that all our interactions are great, that our knowledge and skills represent excellence and that we support people to develop purposeful and warm relationships. Our "*secondary purpose*" is to have a positive influence in our local communities and on our sector by connecting well, nurturing partnerships and demonstrating best practice.

4. Our DNA

MacIntyre has a particular way of working with people and because it is so important to all our activities we call it our DNA. It is a combination of our values and the way that we put those values into actions that is unique to MacIntyre. Through our Promises and Value Base, the promotion of Great Interactions™ and Person Centred Approaches, we aim to support every person to live a life that makes sense to them, with a level and style of support of their choosing.

Responsibilities

You will be required to carry out a range of duties within your role. The key responsibilities are detailed below but there will be other duties consistent with the role that you may be requested to undertake by your line manager.

The Young People We Support and our Staff

1. To supervise the part-time School Cook who works in the school building.
2. Ensure that the houses are maintained to a high standard of presentation whilst upholding children's rights to privacy, dignity and choice.
3. Safely and correctly store cleaning chemicals and equipment adhering to COSHH regulations at all times
4. In partnership with staff team and young people ensure that the interest/ likes and personalities of young people living in the children's home are reflected in the dcor, soft furnishings
5. By sourcing and using high quality furnishings that are well maintained create an ambiance and atmosphere within the children's home that shows an attention to detail and care placed on the living environment for our young people
6. To have oversight and coordination of the menu planning and quality and the nutritional value of the food within the children's home
7. To maintain Health and Safety precautions in all working areas and to comply with good practice, policies and procedures as laid down in the Health and Safety Policy, with particular regard to COSHH, Risk Assessments, Electricity at Work, Safe Systems at Work, Manual Handling, safe use of Hazardous substances, etc

Quality

8. Ensure that the internal decorations and furnishings promote a homely environment and reflect the choices and personalities of the young people living there.
9. Working with the facilities team and registered manager ensure that all areas of the children's home have a decoration plan in place
10. Ensure that all furnishings both communal and personal to young people maintain a high quality and reflects a high standard
11. Where damage to furnishings does occur ensure that this is addressed and items are replaced/repared quickly and if required reported to maintenance through Safe Smart
12. Maintain the required standard of cleaning services following the correct procedure and frequencies
13. Carry out and oversee specialist cleaning and one-off cleaning duties in line with service requirements
14. Coordinate the cleaning tasks across the children's home and monitor the standard of these
15. Work with staff teams, and young people to agree environment areas that require improvement and provide support to achieve this
16. If there are shortfalls in the standard and quality of the cleanliness and environmental hygiene within the children's home then address these directly with the staff team and the relevant registered manager

Sustainability

17. Replenish disposables and consumables relevant for the children's' home
18. To maintain good relationships with all other members of staff
19. To plan and organise and prioritise key tasks to ensure that there is a continual high standard of environment achieved in the children's' home
20. To attend training as appropriate and to keep all necessary skills up to date
21. To engage and participate in regular supervision with your line manager and performance appraisal review process

Person Specification

Below is a list of the skills, qualities and experience we would expect you to have to enable you to carry out this role successfully, and how they underpin the Responsibilities set out above in this Job Description.

Skills Qualities & Experience	People We Support	Our Staff	Quality	Sustainability
An ability to be able to know what a homely environment should look like, and be determined in your approach to achieve this	X		X	X
A positive, engaging and enthusiastic manner which is effective in promoting MacIntyre as an employer, the recruitment and retention of staff and motivating staff teams.	X	X	X	X
Able to develop and maintain strong, positive relationships with your colleagues		X	X	X
Be clear on your standards of cleanliness and hygiene and be able to communicate these and support staff to achieve them	X	X	X	X
Ability to be able to show staff less familiar with cleaning, maintaining a home how to complete some of these household tasks		X	X	X
Demonstrate the highest level of personal integrity, professional behaviour and fair judgement.	X	X	X	
A good level of IT skills to order stock/ keep stock check levels and complete monitoring and quality records			X	X
Has meticulous attention to detail, ability to reflect, prioritise, plan and work to deadlines.	X	X	X	X
Ability to work collaboratively with others across several school /children's' homes functions to ensure best outcomes for young people	X	X	X	X
Calm and organised approach to work	X	X	X	X
High level of determination to achieve an extremely high quality of environment for young people	X	X	X	