# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Housekeeper

# Department: Children’s Services

# Grade: [Single Status](https://new.eastsussex.gov.uk/jobs/benefits/east-sussex-single-status) 2/3

# Responsible to: Building Manager

# Purpose of the Role:

This role is based at Lansdowne which is one of only 14 Secure Children’s Homes (SCH) within England and Wales. Lansdowne SCH is responsible for providing secure care to children who have been placed under section 25 of the Children Act 1989. Lansdowne is a 12 bedded provision and houses a large multi-agency team on site, inclusive of Care, Education, Health and Support Services.

The postholder will undertake general cleaning and domestic duties to the required standard in accordance with agreed schedules/rotas of work, either individually or as part of a team.

# Key Tasks:

1. Be responsible for the cleaning of designated areas, to include cleaning, washing, sweeping and vacuming, laundry, this will include toilets and associated facilities.
2. Operate, where necessary, appropriate powered equipment to undertake the main duties of the post e.g. carpet cleaning equipment.
3. Assist in the monitoring and ordering of cleaning materials.
4. Assist in completing any associated paperwork.
5. Participate in the process of supervision, Personal Development Plans and annual staff appraisal.
6. Willingness to participate in any relevant training e.g. moving and handling, Control of Substances Hazardous to Health.

Progression to Single Status 3 dependent on the additional duties being required by the service:

1. Deep clean the building, or areas of the building, as instructed.

# PERSON SPECIFICATION

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Ability to adhere to a cleaning programme
* Ability to work to required standards
* Ability to plan, prioritise and work with minimal supervision and work independently
* Ability to work as part of a team cooperating with other staff
* Basic IT skills
* A flexible approach to the work
* Demonstrate use of initiative when necessary
* A high standard of hygiene and Health and Safety.

# Desirable key skills, abilities, knowledge, experience, values and behaviours

* Ability to undertake a varied workload
* Experience of handling and safe storage of chemical substances
* Experience of operating carpet cleaning machines
* Experience of operating laundry machines
* Empathy to the needs of clients

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | No |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | Yes |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | Yes |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | Yes |