

CAMDEN LOCAL EDUCATION AUTHORITY

POST Housekeeper SALARY Scale point 9 fixed

THE POST

1. To provide domestic service in designated units in response to the service needs of senior officers.
2. To help maintain a high standard of order and cleanliness throughout the Centre.
3. To support the Early Years workers in their work with the children.

CAMDEN – A BOROUGH OF CONTRASTS

Comprising 11 square miles in the heart of London, Camden is a borough of immense contrast and diversity. The business centres of Euston, Tottenham Court Road and New Oxford Street, the exclusive residential districts of Hampstead and Highgate, the youthful energy of Camden Town, the graceful square of Bloomsbury, the inner city areas of King's Cross and Somerstown, the great open spaces of Hampstead Heath, Parliament Hill Fields and Kenwood – all combine to make Camden a truly unique borough.

The population of the Borough is 189,100. There are around 4,500 children aged 3 and 4 and 31,000 residents aged 5-19.

CAMDEN LEA

Camden is a very successful inner city LEA. It has a strong partnership with schools and centres who provide high quality education for the learners of the Borough. The LEA's aim is to raise achievement by supporting high quality lifelong learning. It is concerned with the entitlement of individuals and how their educational needs can be met. Camden maintains 58 schools, 9 Under 5's Centres, 40 Youth Centres/Units and 2 Pupil Referral Units.

Camden LEA is committed:

- ◆ **to a comprehensive community education service**
- ◆ **to placing the learner, whether a young person or adult, at the centre when educational policies are being developed;**
- ◆ **to ensuring all learners are of equal value and are entitled to high quality educational opportunities;**
- ◆ **to a publicly accountable local service;**
- ◆ **to the promotion of strong partnerships.**

The LEA is well established and respected. There is a real sense of partnership with headteachers, governors and the community. There are three main groups of services each led by an Assistant Director who report to the Director of Education

The Service groups are:

Curriculum and Community Group comprising Inspection and Advisory Service, Training and Media Service, Early Years Service, Early Years Registration and Inspection and the Youth Service.

School and Student Group comprising Schools Service, Educational Psychology Service, Education Social Work Service, Camden Language and Support Service, and the Primary and Secondary Learning Support Services.

Planning and Resources Group comprising Education Financial Service, Property and Contracts Service, Education Personnel Service, Information Technology Service and Office Services and Student Support Services.

There is also a **Policy and Research Group** which reports to the Director and supports the whole service.

The LEA gained Beacon status in December 1999 for its work on school improvement. In the previous month it achieved the Investors in People standard.

The LEA was inspected by OFSTED in January 2000. The report is overwhelmingly positive. It describes Camden as:

'a very well run LEA with many more strengths than weaknesses. The quality of leadership given by elected members and senior officers is very good; planning is of a high order'.

The report says:

'Strategic leadership of the LEA is very good and members are well informed and advised by their officers. Schools, too, are appreciative of the commitment and support they receive from their members and officers. Mutual respect and high trust are very evident but do not inhibit one partner from challenging another when appropriate to do so'.

The inspectors found:

'Camden is not only a good LEA but an improving one. There is a common sense of purpose to drive up standards and achieve excellence that is shared by schools, members, officers and LEA partners alike. It results in productive partnerships and mutual respect'.

The LEA plays a full part in the work of Camden Council. The other major service departments are Chief Executive's, Environment, Leisure and Community, Housing and Social Services.

For more information, please visit our website on <http://www.camden.gov.uk>

THE SERVICE

Thomas Coram Early Childhood Centre is funded by the London Borough of Camden and is part of the Coram Community Campus. The Centre opened on September 1st 1998.

The Early Childhood Centre's aim is to provide high quality, fully integrated care and education and to work in partnership with parents and carers. The Centre is committed to the belief that learning starts at birth and continues throughout life.

The Centre provides 108 places for children from six months to five years and is open from 8.00am to 5.30pm (closes at 3.30pm on Wednesdays for centre development) 48 weeks a year. There are twelve places for babies from 6 months to 2 years, sixteen places for toddlers from 2 to 3 years old and eighty places for 3 to 5 year olds.

The children come from all sections of the local community and reflect the cultural, religious and linguistic richness of the Kings Cross area. The Centre reserves up to twenty percent of the available places for children with Special Educational Needs or those deemed to be in need according to the Children's Act criteria. There are also free places for children from homeless and refugee families.

The Centre is staffed by a multi-disciplinary team and draws on a wide range of expertise.

The Centre closes for a week at Easter and Christmas and for 2 weeks at the end of August.

JOB DESCRIPTION

Post title: Housekeeper

Grade: Scale point 9 fixed

Reporting to: Deputy Head of centre

BASIC OBJECTIVES OF POST

1. To provide domestic service in designated units in response to the service needs of senior officers.
2. To help maintain a high standard of order and cleanliness throughout the Centre.
3. To support the Early Years workers in their work with the children.

DUTIES AND RESPONSIBILITIES

1. To clean and tidy the designated areas and appliances such as communal rooms, children's group rooms, laundry, toilets and bathrooms, including vacuum cleaning, washing sweeping, emptying of bins and nappy bins, polishing and mopping.
2. To launder items of clothing, linen, towels etc. used by the establishment, using the laundry equipment available or at laundrettes, hand washing and ironing.
3. To identify items of clothing, linen etc. which need repair and to carry out any sewing repairs or labeling.
4. To note when stocks of cleaning equipment and stores need to be replaced, and to place orders within designated budget for housekeeping.
5. To take reasonable care for the security of all cleaning materials and other items under the post-holders control in line with the COSHH requirements.
6. To undertake duties with an awareness of health and safety; to identify and report defects in premises and equipment to senior officers, and to ensure that a high standard of hygiene is maintained.
7. To participate in the general life of the Centre, including celebration of festivals, parties and outings when required.
8. To have day to day contact with children and adult users of the Centre, and visitors, being sensitive to their needs and reporting any concerns to a senior member of staff.
9. To assist the Early Years workers in providing and supervising the children in a wide range of activities.
10. To provide appropriate, sensitive, physical care in helping children with meal times, washing, toileting and dressing.
11. To provide cover for staff absences and breaks as and when required under the supervision of Early Years workers.
12. To participate in meetings, training and supervision sessions relevant to the post.
13. To undertake any duties as are commensurate with the nature of the job and grade. These may include the movement of light equipment and basic security duties on occasion.

FUNCTIONAL LINKS

(Details of who the postholder will be liaising with on a regular basis eg headteachers, governors, councillors, external organisations)

- 1 Deputy head of centre
- 2 Early Years Educators
- 3 Parents/Carer
- 4 Suppliers/contractors

THOMAS CORAM EARLY CHILDHOOD CENTRE

HOUSEKEEPER

PERSON SPECIFICATION

QUALIFICATIONS AND TRAINING

EXPERIENCE

1. Experience of house-keeping in a school or similar environment.
2. Experience of young children.

KNOWLEDGE AND UNDERSTANDING

Knowledge of what constitutes a safe and healthy environment

SKILLS AND ABILITIES

1. The ability to respond to the needs of young children with sensitivity and respect
2. Ability to be positive and non-judgemental in approaching parents, children and visitors and to be able to communicate effectively with those whos' culture or background differs from their own.
3. Ability to maintain a clean, healthy and organised environment throughout the Centre.
4. Basic literacy and numeracy skills.
5. To be able to use domestic cleaning and laundry equipment.
6. Ability to stock take
7. To work as part of a team.

COMMITMENT

1. A commitment to and an understanding of equal opportunities and the ability to implement Camden's Valuing Diversity policy in this area of work.
2. An understanding of health and safety in the workplace and how to implement it in this area of work.
3. A commitment to staff development and training.

LONDON BOROUGH OF CAMDEN TERMS AND CONDITIONS OF EMPLOYMENT

Salary payment dates

Newly appointed staff will be paid by direct credit to the employee's bank or building society on the 15th of the month (or the preceding Friday if the 15th falls on a Saturday or Sunday). Payment will be for the whole of the calendar month.

Pension Scheme

The Local Government Pension Scheme is a contributory scheme open to all employees subject to conditions being met.

Annual leave

For posts graded at Scale 5 or below, the basic annual leave allowance is 20 days per year. For posts graded at Scale 6, SO1 and 2 and all PO grades, the basic annual leave allowance is 23 days per year.

Additional holidays

The Council grants additional leave, with pay, as follows: One day at Easter; one day at Christmas; one day in lieu of May Day; two extra statutory days holiday.

Long service leave

For employees with more than 5 years service, additional leave is granted.

Season ticket loans

These interest free loans are available for all permanent staff after six months service subject to conditions being met.

Flexible working hours

There is a flexible working scheme in operation for all eligible employees.

Maternity leave

Camden has two schemes, one for staff with less than one year of service and another for staff with more than one year of service. The employee has the right to return to the job in which she was employed under her contract of employment, subject to any organisational change that may have occurred during her period of leave, and on terms and conditions not less favourable than those that would have applied to her if she had not been absent.

Dependency leave

All employees with more than six months service, have an entitlement to special paid leave for a period of up to 5 days in any leave year, subject to the conditions of the scheme being met.

Long service mementoes

These are awarded to employees upon the completion of 25 years continuous service with the Council.

This is small selection from the Terms and Conditions Handbook. For more details contact Education Personnel Service on 0207 974 4558.

APPLICATIONS

We hope that you will apply for this post. Please read the guidance notes before you complete the application form provided and submit your supporting statement on a separate sheet. Your statement should describe how you meet the criteria on the Person Specification.

Applications should be returned by (date) to:

Judi Thomas
Recruitment Administrator
Education Personnel Service
Crowndale Centre
218-220 Eversholt Street
London NW1 1BD