



### **Irregular tasks**

- To assist, occasionally, outside your normal working hours. This would be arranged only by mutual agreement between the Line Manager and the member of staff
- To report any customer complaints
- To report immediately any incidents of accident, fire, theft, loss, damage or other irregularities and take action as may be appropriate or possible
- To attend meetings as may be necessary
- To suggest any improvements which could be made to enhance the household provision

### **Person Specification**

#### ***Essential***

- To live out the values of Clayesmore
- Ability to work under pressure
- Good organisational skills
- Excellent timekeeping
- Work well in a team
- Well presented
- Hard working
- Possess a good sense of humour
- Possess a good ethic towards customer care

### **Contractual Information**

- This is term time only (38 weeks per annum), part time role
- The hours will be worked over 5 days, Monday to Friday. In addition to the core hours, all staff are required to work on Open day (usually 2 hours, 3 times per year) and to be part of a Saturday rota team.
- Benefits include a free membership of the Clayesmore Sports Centre, death in service benefits and a non-contributory pension scheme

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(Job Holder)

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(Head of HR)

Date: .....

Date: .....

**Date reviewed :**        **October 2022**  
**Reviewed by :**        **Household Manager / Head of HR**

Clayesmore School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo safeguarding screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.