

Role Title:	Domestic Assistant
Location:	The Leys School
Responsible to:	Domestic Supervisors and Domestic Services Manager
Hours of work:	Monday to Friday 07:00 – 12:00 and alternate Saturdays either 07:00 – 09:00 OR 08:00 – 10:00 am
Contracted weeks:	41 weeks per year

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Main purpose of the role

- To clean classrooms, bedrooms, communal areas, bathrooms, toilets and shower areas, kitchen, staircases and corridors and Prep rooms.
- To assist with management of laundry.
- To cover areas where we have absence or to support with cleaning tasks in areas within the school.
- To undertake other reasonable related tasks as requested by the Domestic Services Manager or Supervisors.

Main duties and responsibilities

There is no fixed location of work within the School. Post holders may be assigned to an area of the School based on the operational needs of the department for a temporary or longer period, however, any location is subject to change as operationally required.

Daily Tasks

- Empty all rubbish – General, Recycling and food waste.
- Bedrooms – Vacuum daily all study bedrooms (except Tuesday and Thursday), dusting woodwork, wipe all work surfaces, empty general/recycling and food waste bins, tidy duvet covers/clothes. Wednesday to clean desks in bedrooms.
- Bathrooms – clean all hand basins, showers, toilets, urinals, wiping inside and outside the bowl, clean mirrors above basins. Clean floors, refill toilet paper and soap dispensers as needed.
- Showers – clean showers daily, weekly to descale taps and showers including shower doors, clean shower drains out.
- Hard floors – wash daily with Blitz floor cleaner.
- Staircases & corridors – vacuum staircases and corridors, wipe ledges, doorframes, picture frames and stair banister with damp cloth.
- Check high areas weekly i.e., light fittings, shelves, dust, and clean following deep clean list.
- Laundry – laundering of pupils' personal items, sorting dirty laundry to send to Swiss Laundry.
- Assist with sorting of pupils' personal laundry after washing and drying.
- Check all allocated areas regularly for damage and inform Domestic Supervisor or house matron to report matter.

Weekly Deep clean tasks

- Bedrooms – Dusk skirting boards and high level dusting, (Wednesday to clean all desks), wipe down all surfaces, clean mirrors, clean windowsills, wipe dirty marks off walls, clean doorframes, and door guards.
- Bathrooms – Descale all stainless steel e.g., taps, shower attachments, clean drains in showers. Clean/descale shower cubicle doors, wipe dirty marks off walls, clean doorframes, and door guards.
- Staircase & corridors – Dust skirting boards, windowsills, picture frames, fire extinguishers, high level dusting, shelving, ledges, and pipework. Wipe dirty marks off walls, clean doorframes, and door guards.
- Communal areas – Dust skirting boards, window skills, picture frames, fire extinguishers, high level dusting, shelving and ledges and pipework. Check under cushions on sofas for rubbish, wipe dirty marks off walls, clean doorframes, and door guards.
- Kitchens – wipe down cupboard fronts, descale taps and draining boards, empty crumbs from toaster, wipe out bins, wipe down walls, high/low level dusting.

Safeguarding responsibilities

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

Health & Safety and C.O.S.H.H. Requirements:-

- To adhere to Health and Safety and legislative requirements.
- Whilst carrying out duties work in a safe and organised manner, ensure that equipment leads from polishers or vacuum cleaners are not left creating a hazard to other staff or pupils.
- After damp mopping any floor surface always leave 'Yellow Warning Signs' in place to avoid any accidents on slippery floors.
- Refer and adhere to C.O.S.H.H. guidance charts and substance levels at all times.
- Ensure all chemicals, equipment and other hazardous items are locked in appropriate store cupboard after use.
- Rinse mops/cloths in clean water, leave to dry upright to avoid cross-infection.

General Tasks

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the Domestic Services Manager, Director Events & Domestic Services, Headmaster/Bursar, or other senior member of SMT as appropriate.
- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.

Signature:

Date:

The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.

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Person Specification	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> None required 	<ul style="list-style-type: none"> Functional English & Maths 	
Experience	<ul style="list-style-type: none"> Previous experience in a similar role (Housekeeping, Healthcare, Domestic or Commercial cleaning) 	<ul style="list-style-type: none"> Previous experience working in a school environment 	<ul style="list-style-type: none"> Contents of the application form Interview Professional references
Skills	<ul style="list-style-type: none"> Able to follow guidelines and instructions. Good organisational skills Good communication skills Reliable, flexible, and trustworthy 	<ul style="list-style-type: none"> Good time management and able to prioritise tasks. A team player, able to adapt and work well in a team 	<ul style="list-style-type: none"> Contents of the application form Interview Professional references
Knowledge	<ul style="list-style-type: none"> Understanding of the importance of safeguarding in a school environment 	<ul style="list-style-type: none"> Thorough understanding of the appropriate use of cleaning equipment and chemicals Willing to undertake training 	<ul style="list-style-type: none"> Contents of the application form Interview Professional references