

Job Description

School
Post Held
Salary Scale
To Whom Responsible

Bradstow School
Domestic Assistant
Scale 1B
Housekeeping Supervisor

Aim of the Post

To provide a comprehensive cleaning and laundry service for the school and the homes ensuring that the areas of work allocated are cleaned to the required standards as set by the school.

Duties Comprise:

- Daily cleaning of classrooms, homes, toilets, corridors, atrium, kitchens and foyer and any other areas as directed by the Housekeeping Supervisor.
- Thoroughly cleaning assigned areas to the required specifications as detailed in the cleaning schedules.
- Working safely ensuring to use correct signage, personal protective equipment and cleaning chemicals and being mindful of hazards to staff and young people.
- Replenishing supplies of toiletries such as hand soap, toilet tissue etc on a regular basis.
- Undertaking any necessary training in the safe use of chemicals and cleaning equipment.
- Ensuring all damage and defects are reported to the Housekeeping Supervisor in a timely manner.
- Ensuring the Housekeeping Supervisor is made aware of low stock levels for any materials you are responsible for.
- Supporting the laundry service when necessary as directed by the Housekeeping Supervisor. This may include washing and drying bedding, towels, young people's clothing etc.
- Any other duties commensurate with grade as directed by Line Manager or Senior Management
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people.
- Ensuring that the line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

This job description may be amended at any time after discussion with you.

Person Specification

Domestic Assistant

Selection Criteria

1. Ability to carry out verbal and written instructions
2. Ability to work as part of a team.
3. Ability to work under own initiative within a strict time limit.
4. Ability to use commercial cleaning and laundry machinery safely and efficiently or a willingness to learn.
5. Ability to carry out some heavy moving of furniture (with assistance).
6. An understanding of, and ability to work within the guidelines of the Council's Health & Safety policy.
7. An understanding of, and a commitment to the Council's Equal Opportunities Policy.

Working at Bradstow can be both physically and mentally demanding. In order to be able to cope with this stress, candidates must be both physically and emotionally robust.

Candidates are shortlisted according to these stated criteria. Please list each supporting statement according to the numbers above.