

# 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.*