

JOB DESCRIPTION

JOB TITLE: Domestic Assistant

DEPARTMENT: Estates

OVERALL PURPOSE OF JOB:

To ensure that all areas are cleaned as specified by the Domestic Supervisor/Facilities Team Leader and to assist with set ups as required within the designated time.

Bishop Burton College includes the Riseholme College campus and the postholder may be required to carry out duties at both campuses.

The following list of duties and responsibilities is not meant to be exclusive. It should be taken as an indicator of the type and level of activity expected of this post. The list does not represent either priorities or frequency of tasks and should be regularly updated by the post holder in consultation with and agreement of their line manager.

MAIN DUTIES & RESPONSIBILITIES:

1. Clean College areas as specified.
2. Ensure that all cleaning tasks are carried out in accordance with College Procedures
3. Ensure the effective use of materials and equipment in accordance with safe working practices.
4. Maintain and clean equipment as required.
5. Report machine and equipment faults promptly.
6. Observe and adhere to all college procedures (including Health and Safety)
7. Report all accidents and near misses
8. Keep the College clean, tidy and litter free.
9. The cleaning of students rooms where required and during commercial periods
10. Take part in all staff College events such as Lambing Sunday and Town & Country Day.

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All staff therefore have a responsibility to promote and safeguard the welfare of children, young people and vulnerable adults in accordance with the nature of this post. A Disclosure & Barring Service check is carried out for all relevant appointments.

PERSON SPECIFICATION

	Essential	Desirable	How identified
Experience	Previous cleaning experience.	Providing a cleaning service within an educational or commercial environment Lone working	Application Interview
Qualification/ Training		Basic health and safety Manual handling COSHH regulations	Application Certificates
Special Knowledge	Understanding the importance of Child Protection Issues		Interview
Skills	Able to form and maintain appropriate relationships and personal boundaries with young people Ability to work within procedures and guidelines	Able to deal with customers including students	Interview References
Disposition	Motivation to work with children and young people. Self-motivated Organised Good timekeeper Good Team player Enthusiastic Excellent attention to detail	Emotional resilience in working with challenging behaviours and appropriate attitudes to use of authority and maintaining discipline	Interview References
Other	Fit for the duties of the post DBS check carried out on appointment		Medical Report DBS application made by College for successful candidate

Special Interests			Interview
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