

DOMESTIC ASSISTANT

Introduction

Concord College is England's premier international boarding college providing GCSE and A Level courses and summer courses in English as a Foreign Language. Set in 77 acres of Shropshire parkland, the College combines outstanding facilities with first-rate academic performance. We also run our own residential summer course programme during the months of July and August. The College is regularly rated in the top 20 schools in the UK. Students are cared for by dedicated staff in a safe and beautiful environment.

Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Child protection screening is undertaken which includes checks with past employers and the Disclosure and Barring Service.

Main Purpose of the Role

The Domestic Assistants report to the Domestic Bursar and perform whatever duties are necessary to maintain a high standard of hygiene and cleanliness throughout the College.

Main responsibilities/duties will include:

- vacuuming;
- washing and polishing floors of varying surfaces;
- dusting/polishing;
- cleaning and disinfecting sanitaryware;
- stripping and re-making beds;
- disposing of refuse;
- cleaning of fridges and microwave ovens;
- ensuring safe custody of keys supplied and security of all rooms and areas of work;
- replenishing consumable supplies;
- identifying and reporting any need for repairs or equipment faults to the Estates department using the appropriate form;
- working in accordance with risk assessments and safe working practices;
- complying with policies and procedures, including the Staff Code of Conduct and those relating to Safeguarding and Child Protection, Health and Safety, Smoking in the Workplace, Welfare, Security, Confidentiality and Data Protection, and reporting any concerns;
- any other task as directed by the Domestic Bursar.

Essential requirements:

- honesty and reliability;
- the ability to work as part of a team;
- the ability to work unsupervised;
- the ability to follow instructions and carry out tasks with care and attention;
- flexibility.

You will be provided with all the relevant statutory training required for you to carry out your role safely and to the required standard.

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College. However, duties will not be assigned which the post holder cannot reasonably perform or which fall outside the range of his/her normal skills and experience.

Allotted work areas may change from time to time.

Working Hours

Working hours will be 7am to 3.45pm each Monday, Tuesday, Thursday and Friday (with an unpaid daily 15-minute tea break and an unpaid daily 30-minute lunch break) and 9am to 3.30pm each Saturday (with an unpaid daily a 30-minute lunch break) (Total 38 hours per week)

Lunch is provided in the dining room at no charge, whilst the kitchen is in operation.

A degree of flexibility is required to provide cover during times of staff shortages/functions etc. and you may occasionally be required to work additional hours over and above your normal weekly hours, when authorised and as necessary to meet the needs of the College.

Annual holiday entitlement:

5.6 working weeks including public holidays. Due to the nature of the business, it may be necessary for some public holidays to be classed as normal working days.

RCP/SD Aug 17