



JOB DESCRIPTION

POSITION:	Domestic Assistant (27.5 hours per week throughout the year)
REPORTING TO:	Matron/ Line Manager
RESPONSIBLE TO:	Facilities Manager

Epsom College is a co-educational day and boarding school with approximately 1000 pupils aged 11-18. The College is located approximately one mile from Epsom town, below Epsom Downs, in fine buildings set in a beautiful tree filled campus of some 80 acres. Originally founded by The Royal Medical Benevolent Foundation, today the College strives to develop the individual talents of every girl and boy. Pupils are prepared for life beyond the College with an assured set of values and with the belief that they can make a difference in society. Highest standards of excellence in academic work and co-curricular activities are expected, but equally valued is the development of the pupils into independent responsible adults with a purpose and an understanding of the benefits of contributing to their community.

The Department

The Facilities department comprises Porters, Matrons, Laundry, Domestic Assistants and Reception staff, who all report into the Facilities Manager. Working alongside the Facilities Manager is the Assistant Facilities Manager.

The Post

The function of this position is to provide a high quality housekeeping/ laundry service within the College. The provision of effective liaison with the Matron/Line Manager and team to facilitate this service will be essential. To maintain designated areas in a hygienic and safe satisfactory condition according to work schedules and set standards.

Main Tasks and Responsibilities

Cleaning

- To ensure that all student areas, common rooms, staff accommodation, classroom areas and halls are cleaned according to work schedules and set standards.
- To maintain all bathroom, toilet and shower areas in a hygienic condition according to set standards.
- To maintain all kitchen/brewroom areas in a hygienic condition according to set standards.
- To ensure that all floors are maintained to a high level of cleanliness and cleaned in accordance with set standards.

Laundry

- To assist in ensuring the areas within the Laundry are maintained in a safe and hygienic condition.
- To assist in sorting soiled linen prior to loading the washing machines.
- To check machines during wash cycles to ensure continuous performance of washing machines.
- To remove washed linen from washing machines to tumble driers.
- To remove dried linen from tumble driers for folding or ironing.
- To assist in the folding or ironing of clean linen.
- To assist in sorting linen for return to sender.
- To assist in ensuring economic use of equipment by helping to maintain it in a clean and safe condition. To assist in ensuring that all debris and fluff is removed from machines once daily.
- To report any equipment defects to line manager

General

- To assist in end of term deep-cleaning activities as required.
- To ensure that all cleaning storerooms are maintained in a tidy, safe and hygienic condition.
- To ensure that C.O.S.H.H. regulations relating to any cleaning product are adhered to.
- To report all defects to the Matron/Line Manager.
- To maintain a co-operative relationship with staff, students and HMM within your area of responsibility.
- To assist in any other areas of the College as may be required by the FM.
- To attend all mandatory and relevant training as required by the FM.
- To undertake any other reasonable task as directed by the FM.
- To be aware of responsibilities under the Health and Safety at Work etc. Act 1974.
- To adhere to all relevant regulations. i.e. Fire Precautions, Manual Handling, C.O.S.H.H. etc.
- To be aware of the implications of strangers on campus and conscious of your security responsibilities.
- To adopt a flexible approach to your role and responsibilities to meet the changing needs of the school.

Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment including regular training attendance.

Essential Qualification, Experience and Skills Requirements

- Experience of cleaning to specified standards
- Customer focused
- Good communication and listening skills
- Sense of humour, even temper and able to remain calm, patient and polite at all times
- Reliable, punctual and a flexible approach to duties.

Desirable Qualification, Experience and Skills Requirements

- Working within a school environment
- Experience of cleaning/ laundry within a commercial environment

The selection panel reserves the right to enhance any or all of the desirable criteria to attain a manageable field

Terms and Conditions

- **Salary:** £12,793 per annum
- **Hours:** 27.5 hours per week Monday to Friday (8.00 am – 1.30 pm) and in addition an expectation to work some Saturdays paid to meet the needs of the school
- **Holidays:** The holiday entitlement is 20 days paid holiday per annum increasing by 1 day per annum to a maximum of 25 days per annum on 5 years service pro rata for part time working + pro rata bank holiday entitlement. Holidays are to be taken during Epsom College school holidays.
- **Pension:** The College operates the Epsom College Automatic Enrolment Scheme. The Scheme is administered by the Pensions Trust. Eligibility is based on statutory criteria. If eligible, the Employee will be required to contribute a minimum of 5% of Basic Salary and the College will contribute 4% in compliance with pension regulations.

Employee Benefits include:

Life Assurance: Members who are automatically enrolled or who choose to opt into the College Pension Scheme will be provided with free life assurance cover at two x contractual annual basic salary subject to scheme rules.

Health Fitness and

Wellbeing: Free use of Fitness suite and swimming pool are available to staff at certain times.

Cycle to Work: Following a qualifying period, the College offers a cycle to work loan scheme

Parking: Free car parking for staff is available on campus.

Computer Loan: Following a qualifying period, the College offers a computer loan scheme.

Fresh refreshment: Free refreshments

- **Offer of Post:** The post will be offered subject to receipt of satisfactory written references, pre-placement medical assessment, proof of appropriate qualifications, and satisfactory Enhanced Disclosure from the Disclosure and Barring Service and overseas police check if appropriate, as well as confirmation that the successful candidate is able to work in the UK. Please note whilst the Enhanced DBS check will be paid by the College if an overseas police check is required it will be at the cost of the successful applicant.

Application

Applicants are required to complete the Application for Employment Form available from our website www.epsomcollege.org.uk. To comply with safeguarding procedures when working in a school, CVs will not be accepted. Applicants should refer to the Recruitment, Selection and Disclosure policy on the College website. Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Please apply as soon as possible.

Applicants are encouraged to contact Kay Wright on 01372 821000 for further information.