



Domestic Assistant - Job Description

Department:	Facilities
Responsible to:	House Matrons on a day to day basis during Term Time. Facilities Manager at all other times
Hours:	Variety available
Location:	Cranleigh
Contract type:	40.6 weeks per year
Benefits	Pension, use of Sports Centre, lunch available, free parking, term time plus working.

Job Summary

To maintain a clean and hygienic area to the standard required using the materials provided with regard to the comfort, safety and welfare of all pupils, staff and visitors.

Key Responsibilities

- To clear rubbish and clean rubbish bins in all areas daily.
- To collect rubbish from house areas and transport it to the collection point.
- To clean toilets, urinals, showers and bathrooms daily.
- To clean kitchen areas daily.
- To clean dormitories and social spaces daily.
- To vacuum all areas daily.
- To dust, clean mirrors and interior glass in rotation.
- To clean paintwork and walls in rotation following departmental instructions.
- To report any maintenance problems to the House Matron or if urgent to the Deputy Facilities Manager.
- To keep equipment in a clean and safe condition.
- To use cleaning chemicals as defined by the manufactures instructions and C.O.S.H.H regulations.
- To always work in a safe manner with regard to the Health and Safety at Work Act 1974.
- To carry out a spring clean each holiday, cleaning inside and behind furniture as instructed. Moving small furniture and seeking assistance from Porter staff when needed.
- To make up beds prior to the beginning of term when required.
- To carry out high level cleaning following the departmental instructions.
- To clean frequent touch points, on a regular basis, throughout the day.



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- To be aware of and abide by the School's Data Protection Policy
- Any other reasonable task as directed by the House Matron or Deputy Facilities Manager

Person Specification	
Essential Criteria	<ul style="list-style-type: none">• Hardworking, team player with a can-do attitude
Desirable Criteria	<ul style="list-style-type: none">• Experience in a similar role• Awareness of basic health & safety• Attention to detail• Punctuality and good time-management

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder will be subject to a DBS check.