



# LEWESTON

## SHERBORNE

### **JOB DESCRIPTION**

**Title:** Domestic Assistant

**Responsible to:** Domestic Supervisor

### **PRIMARY PURPOSE**

To undertake cleaning duties within the School to ensure that the premises are clean, tidy and presented to the highest standard.

### **SPECIFIC RESPONSIBILITIES**

- Compliance at all times of the Health & Safety policy.
- General tidying of rooms and clearing of floor areas in order to clean.
- Cleaning of sanitary fittings including toilets, shower areas and their fixtures.
- Cleaning of hard and carpeted floors using machinery as necessary.
- Cleaning of walls, paintwork and glass.
- Cleaning of furniture, fixtures and fittings.
- Cleaning of kitchens including cookers and fridges and the pupil's communal areas.
- Collection and disposal of rubbish and recycling.
- Deep cleaning to be carried out at least on a termly basis or more regularly if required.
- Reporting to the appropriate person any maintenance or damage which requires attention.
- The correct use of all cleaning products, materials and equipment in accordance with COSH Regulations.
- Informing the Domestic Supervisor of any issues relating to the pastoral care and well being of pupils.
- Able to provide cover for other team members during times of absence due to illness or holiday, peak workload and when requested by the Domestic Supervisor.
- Any other reasonable task as requested by the Domestic Supervisor
- Operate in accordance with school's policies and procedures as detailed on the school's website and intranet and as set out in the Staff Handbook and elsewhere, ensuring compliance with the School's Code of Conduct, the Safeguarding Policy and Child Protection procedures, the school's Health and Safety policy and the Health and Safety at Work Act.
- You may on occasions need to change areas of cleaning at short notice including areas at the Prep School to ensure the smooth running of the school

*No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time.*

## **PERSON SPECIFICATION**

### **Essential**

- The ability to work as part of a team
- High standards of cleanliness and presentation
- Flexible, co-operative and helpful
- Ability to work using own initiative
- Self-motivated

## **ADDITIONAL INFORMATION**

**Hours:** Monday to Friday 5am to 11am (30 hours a week) including a 20-minute paid break.

**Salary:** 19,047.60 (£12.21 per hour)

### **Benefits:**

- Membership of a pension scheme with the School contributing up to 12%
- Free onsite parking
- Complimentary breakfast
- Generous Annual leave allowance of 25 days plus bank holidays, pro rata for part time.