

<b>Job Title</b>	Domestic Assistant
<b>Date</b>	April 2024
<b>Department</b>	Domestic & Facilities
<b>Reports to</b>	Facilities Manager

### **Purpose of the Role**

The post holder will work within the domestic department. The role includes working flexibly and as part of a team. There are approximately 20 members of the domestic team.

The working hours for the Domestic Assistant role are Monday – Friday 6:00am – 9:15am and the role is required for 52 weeks of the year and *not* term time only. Additional hours may be required during busy periods. The role will include some lone working and the successful candidate will be required to work using their own initiative.

The Domestic Assistant will work under the direction of the Cleaning Supervisor and Facilities Manager. The postholder will ensure that cleaning is in accordance with school standards and specification.

### **Departmental Information**

The domestic team is responsible for ensuring a clean learning, working and living environment for staff and students associated with Ackworth School.

Working as part of the domestic team to maintain the school, you will assist in ensuring the efficient running of the school inhouse laundry provision by assisting with laundry and ironing when required.

In addition to safeguarding, mandatory health and safety training applies to this role including (but not limited to) COSHH, manual handling and working at height. Training will be provided as part of the induction.

### **Main Tasks and Responsibilities**

- Carry out allocated daily cleaning tasks to the school's high standard.
- Ensure good timekeeping.
- Complete deep cleaning during the school holidays.
- Report maintenance issues via the correct channels.
- Ensure that all work is carried out safely in line with school policies and that any accidents are reported immediately.
- Attend any safeguarding and H&S training as required.

<b>Person Specification</b>	
<p><b>Essential Experience, Knowledge &amp; Skills</b></p> <p>Experience of working in a fast-paced environment.</p> <p>Experience of using your own initiative.</p> <p>Experience in prioritising workload.</p> <p>Awareness of COSHH regulations.</p> <p>Awareness of health and hygiene procedures.</p>	<p><b>Desirable Experience, Knowledge &amp; Skills</b></p> <p>Previous experience of working in a school environment.</p> <p>NVQ1 in cleaning.</p> <p>First Aid at Work.</p>

Ackworth School is committed to safeguarding and promoting the welfare of children and young people. Ackworth school is an equal opportunities employer supporting the principles of diversity, inclusion and equity. All staff and volunteers are therefore expected to behave in such a way that supports these commitments