



JOB DESCRIPTION AND PROFILE

Job title: Cleaning Assistant/Domestic Cleaner

Reports to: Domestic Services Manager (or through the House Matron in a Boarding House)

Prime function: To clean and maintain all designated areas to the standards required and in accordance with set work schedules.

Key Responsibilities:

- To be punctual and record start and finishing times on time sheets provided. These should only be signed by Matron (for House Domestics) and by Domestic Services Manager (for non house Domestics). The exceptions to this are Music school, and St Andrews Lodge.
- To maintain a hygienic and neat appearance.
- To work in a safe and hygienic manner and assist colleagues to do likewise.
- To ensure that all equipment used is cleaned regularly, maintained in a safe condition and stored correctly in designated areas after each session of work.
- To attend any training as required.
- A domestic cleaner is not specifically designated to one area of the school and can be moved if circumstances prove this to be necessary.

Duties:

- To clean designated areas, working in a safe and hygienic manner and following set instructions.
- To fulfil from time to time other additional duties as requested by the House Matron or Domestic Services Manager. Unsolved problems will be dealt with by the Domestic Service Manager.
- To report immediately any incidents, fire, theft, loss, damage or other irregularities and take such action as may be appropriate or possible.
- To work during school holidays, as required to maintain standards during periods of "lettings".

Formal education and background experience required:

- Enjoys working with children and other staff
- A keen sense of security

Key Skills required:

- Time management skills
- Communication skills, verbal and written
- Strong organisational skills
- Competent with the use of ICT
- Decisive

ATTITUDE AND BEHAVIOUR	SKILL	KNOWLEDGE
<ul style="list-style-type: none"> <input type="checkbox"/> Confident <input type="checkbox"/> Calm <input type="checkbox"/> Conscientious <input type="checkbox"/> Focused <input type="checkbox"/> Reliable <input type="checkbox"/> Self -motivated <input type="checkbox"/> Sensitive <input type="checkbox"/> Flexible <input type="checkbox"/> Responsible <input type="checkbox"/> Patient 	<p>Operational/Administrative skills required:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ability to communicate verbally in an effective and accurate way to obtain and give required information <input type="checkbox"/> Ability to think and work methodically <input type="checkbox"/> Ability to organise workload and balance priorities <input type="checkbox"/> Ability to manage time <input type="checkbox"/> Ability to take a systematic approach to work <input type="checkbox"/> Ability to work on own initiative <input type="checkbox"/> Ability to work without supervision <input type="checkbox"/> Ability to meet deadlines <input type="checkbox"/> Ability to deal with confidential information 	<p>Operational/Administrative knowledge required:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Broad knowledge of the structure of the school <input type="checkbox"/> Broad knowledge of school ethics and culture

Promoting Safeguarding and welfare of children and young persons

- Promote and safeguard the welfare of children and young people for whom you are responsible, and with whom you come into contact.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.