Job Description

Job Title:	Domestic Assistant
Group:	UK Independent Schools
Dept/Project/Service:	St. Andrews
Reports to:	Domestic Supervisor
Responsible for:	N/A
Usual office base:	St. Andrews School
Grade:	10

Job Purpose:
To provide the highest standards of hygiene and cleanliness throughout the school and ensure a clean internal environment to support effective teaching and learning. To develop routines to ensure all areas of the school are maintained to a high standard of cleanliness.

Job Objectives:

1. To carry out cleaning duties either at the Pre-School or Main School to a high standard. Work will be delegated by issue of a rota by the housekeeper which will vary depending on requirements to. These duties may include the following: -
   - Tidy, dust and vacuum staff and children's rooms
   - Steam Clean carpets and buffing hard floors
   - Empty and wash out bins in all rooms including nappy bins.
   - Tidy, dust and vacuum offices
   - Clean pupil toilets, staff toilets and hand-wash basins
   - Mop floors
   - Wash walls, skirting boards, doors and sills etc.
   - Clean classroom tables, desks and chairs
   - Ensure dispensers are replenished
   - Any other cleaning duties as are reasonably requested by the housekeeper or Business Manager

2. Use of relevant equipment in accordance with health and safety requirements as instructed by the Housekeeper

3. Understand COSHH Data as required in accordance with requirements and associated data sheets and implement associated training giving by the Domestic Supervisor

Scope:

To promote and support the School Aims. To share in the corporate responsibility for the well-being of all pupils. Work as part of the Cleaning and Support Team promoting good morale. Objectives are indicative of responsibilities but not exhaustive of role requirements and the Cleaning Supervisor may be called upon to perform other duties that are considered reasonable and commensurate with post.

Person Specification:

Knowledge

Essential:

- COSHH Training
- First Aider

Experience

Essential:

- Proven experience of working in a similar environment

Desirable:

- Previous experience of working in a school environment

Skills

Essential:

- The ability to meet deadlines
- A flexible approach
- Self-motivation
- A friendly and approachable personality
- A commitment to teamwork
- Good problem-solving skills
- The ability to communicate

Our Values



Education Development Trust is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and successful candidates are subject to the relevant level of criminal record checks with national police authorities or the UK's Disclosure and Barring Service (DBS). This will be at minimum a basic DBS check.

Education Development Trust also participates in the Inter Agency Misconduct Disclosure Scheme and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.