

Job description and person specification

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Job description

Job Title:	Domestic Assistant
Reporting to:	Domestic Services Manager
Line management responsibility for:	n/a

Main purpose of the role

Deliver a full cleaning service within Bede's School Trust premises in accordance with the agreed standards, at the prescribed times, in line with the policies and procedures and as detailed in the cleaning work schedules.

Main duties and responsibilities

- Daily Cleaning:** To provide a comprehensive cleaning service to all areas of the School, demonstrating consistent quality efficiency and effectiveness. These duties include but are not limited to: vacuuming and mopping of floors, damp dusting of fixtures, fittings and furniture, cleaning of sanitary ware (i.e. toilet, sink, showers), removal of waste and mechanical cleaning of floors and surfaces.
- Planned Deep Cleaning:** To carry out planned termly/half termly deep cleaning schedules ensuring that all areas are cleaned to a very high standard.
- Summer School and External Lets:** To provide the additional duties of bed making, receiving and processing of clean and dirty laundry, washing of student clothes and increased frequency of room turnarounds.
- Health and Safety and COSHH:** To have a full awareness and working knowledge of COSHH (Control of Substances Hazardous to Health) procedures for cleaning materials ensuring the correct action is applied when using any chemical cleaning solutions.
- Cleaning Equipment and Machines:** To be responsible for the cleaning, maintenance and storage of all equipment and machines and ensuring that any issues are reported to the cleaning manager
- Administrative Records:** To complete all required records and documentation to ensure there are clear logs of the cleaning services delivered.
- Training:** To undertake all mandatory and on the job training as required by the role.
- Safeguarding:** To ensure that any concerns regarding safeguarding are reported immediately as per school procedures.

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Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and covering letter (A), at interview (I) and in some instances by an exercise (E).

Requirements	Essential / Desirable	Measured by A, I, E
Education and Qualifications		
General education to GCSE level or equivalent	D	A/I
Knowledge and Skills		
Previous COSHH Training	D	A/I
Able to complete paperwork as instructed to Trust requirements and standards.	E	A/I
Able to follow work schedules with minimal day to day supervision after initial training	E	I
First aid training	D	A
Basic computer skills	D	A/I
Experience		
Previous cleaning experience	E	A/I
Previous use of cleaning machinery	D	A/I
Previous experience of working in a customer focused role.	E	A/I
Personal competencies and qualities		
Ability to work collaboratively	E	I
Good interpersonal skills, with the ability to communicate with a range of people including students, staff and visitors	E	I
Other Requirements		

Additional information:

Written by: Katherine Blake

BEDE'S

EXCEPTIONAL

Date: 16/11/2023