



Gordon's School

Domestic Service Assistant – Job description

Reports to: Domestic Services Co-ordinator

Hours: 8.30am to 4.30pm Monday to Friday (NB this is not a term time only role)

Main Purpose of the Job

To be part of a team cleaning the Residential Boarding Houses plus areas of the school, including lavatories that require regular cleaning throughout the day.

Key Accountabilities

Ensure that the House and areas designated to you are kept in a reasonable state of cleanliness.

Duties and Responsibilities

Core Duties

The list below is not exhaustive and may be altered from time to time.

- Daily cleaning of the whole House in accordance with the school procedures.
- Regular cleaning of areas of the school as directed on a daily basis by the Domestic Services Co-ordinator
- Ensuring that all cleaning materials are kept in a locked cupboard when not in use.
- Reporting defects to the Head of House.
- Deep cleaning the whole House during each holiday period in accordance with the school procedures.
- Attend Housekeeping meetings with the Domestic Services Co-ordinator and House Team meetings as arranged by the Head of House.

Special Factors

- Participate in House social events as and when available.
- Undertake other cleaning duties as required and directed by the Domestic Services Co-ordinator.
- Some lifting is required during the deep cleans.
- Required to wear uniform provided.

Person Specification

- Flexibility to deal with the varied requests made on a daily basis.
- A good sense of humour.
- Able to relate to the students and earn their respect and co-operation.
- Ability to work on your own and as part of a team.
- Reliability

Gordon's School is a State Boarding and Day School and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment – applicants must be willing to undergo appropriate screening including a DBS check.