



## **Gordon's School**

### **Domestic & Site Services Assistant Job Description**

**Reports to:** Domestic Services Co-ordinator

**Hours:** 8.30am to 4.30pm Monday to Friday [NB This is a 52 week a year contract]

#### **Main Purpose of the Job**

To work as part of a team performing a variety of regular and one-off domestic, cleaning, moving and general support duties in their allocated areas and/or as directed by their supervisor or line manager.

The Domestic & Site Services Assistant will help maintain a clean, safe and well-presented environment for students, staff and visitors. The role will include assisting with cleaning, the movement of furniture and equipment, responding to minor domestic issues, including blocked toilets, and supporting the wider Domestic Services and Estates teams as required.

#### **Duties and Responsibilities**

##### **Core Duties**

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

- General duties will include cleaning, washing, sweeping, mopping, scrubbing, vacuum cleaning, polishing and dusting of designated areas required by the school.
- Respond promptly to reports of blocked toilets and other minor domestic issues, using appropriate equipment and following school procedures.
- Clean and sanitise toilets, washrooms and other areas following incidents or blockages.
- Regular internal or external cleaning or deep cleaning of any areas of the school as directed by the Domestic Services Co-ordinator or supervisor.
- Ensure Health & Safety, quality and general procedure compliance.
- Use cleaning equipment, tools and materials safely and in accordance with instructions.
- Follow appropriate procedures when dealing with bodily fluids, waste or potentially hazardous materials.
- Ensure that all cleaning materials are kept in a locked cupboard when not in use.
- Report any damage, defects or maintenance issue to the relevant person or office.
- Conducting monthly disinfection and deep cleaning on areas allocated during each holiday period in accordance with school cleaning procedures.
- Report cleaning supplies requirements and stock levels to the supervisor / co-ordinator.
- Refilling and restocking cleaning supplies and toiletries (hand wash, toilet paper, paper towels)
- Cleaning spills or accidents and thoroughly disinfecting an area afterwards.
- Assist with deliveries, storage and movement of supplies around the school site.
- Support the preparation and clear-up of school events and activities.
- Respond courteously and professionally to requests from staff, pupils and visitors.
- Maintain confidentiality and appropriate professional boundaries at all times.
- Liaise with supervisor / co-ordinator as required to ensure the cleaning rota operates smoothly around both school events and outside lets.

##### **Special Factors**

- Undertake other cleaning duties as required and directed by the Domestic Services Co-ordinator.
- Undertaking specialised tasks like carpet shampooing, polishing, scrubbing, buffing, window cleaning if required.
- Required to wear uniform and PPE provided by the school.

- To use the appropriate equipment, materials, tools and machinery to ensure the job is done effectively.
- Required to only use chemicals and equipment provide by the school.
- Ensure all checklists are signed off as required.
- Willingness to participate in further training and development opportunities offered by the school, to further knowledge.
- Comply with the school's safeguarding, health and safety, security, confidentiality and infection-control procedures.
- Work as part of a team and support other members of the cleaning team to meet standards and school objectives.

### **Person Specification**

- Flexibility to deal with many and varied requests made on a daily basic.
- Ability to follow instruction and procedures to maintain a high cleaning standard.
- Some lifting is required during deep cleaning.
- Understanding and following safety rules.
- Ability to work both on your own and as part of a team.
- A good sense of humour.
- Reliability.
- Honesty and integrity.

*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.*