



Gordon's School

Domestic Services Assistant Job Description

Reports to: Domestic Services Co-ordinator

Job Title: Domestic Services Assistant

The Role: The Domestic Services Assistant will work as part of a team performing a variety of regular and one-off cleaning tasks and duties in their allocated area as directed by their supervisor or line manager.

Main Purpose of the Job:

Responsible for maintaining a high standard of hygiene and cleanliness throughout the school.

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.
- 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.
- 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.
- 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.
- An understanding of safeguarding and promoting the welfare of children and young people.
- 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 basis.
- 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.