



Job Description and Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title:	Casual Weekend Domestic Assistant
Summary of the role:	General cleaning and serving duties throughout school areas and the refectory environment in order to maintain key areas of functionality whilst adhering to current government legislation and school policy.
Line management responsibility for:	N/A
Main duties and responsibilities:	<ul style="list-style-type: none">• Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.• To act in support of a busy catering and domestic department, performing general cleaning duties in collaboration with other members of the department.• Have the ability and customer service motivation to serve and replenish food items during meal times. Washing up and scullery duties will also be expected.• Be flexible to the changing demands of the job and have the initiative to keep proactive with additional cleaning as you go duties.



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Person Specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> • N/A 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> • N/A 	
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> • N/A 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> • Experience of cleaning. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>



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<p>Skills</p>	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Time management. • Team player. • A reliable, confident and adaptable person. 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Common sense. • The ability to prioritise tasks. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
<p>Knowledge</p>	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Health & Safety awareness. • Food safety awareness. 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • COSHH Awareness. • Manual handling awareness. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>



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<p>Personal competencies and qualities</p>	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • supportive of the Quaker ethos and principles • Good communicator 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • A 'Can do' attitude. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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