



Job Description and Person Specification

<p>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.</p>	
<p>Job Title:</p>	<p>Domestic Assistant</p>
<p>Summary of the role:</p>	<p>General cleaning and serving duties throughout all school areas and the kitchen environment in order to maintain key areas of functionality whilst adhering to current government legislation and school policy.</p>
<p>Line management responsibility for:</p>	<p>N/A</p>
<p>Main duties and responsibilities:</p>	<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 a wide variety of general housekeeping, kitchen and laundry tasks both alone and in collaboration with other members of the department. • The ability to move furniture in order to clean correctly on routine and deep clean programs. (An example of furniture includes, but is not exhaustive to, all types of chairs, tables, beds etc with manual handling training where applicable). • Have the ability and motivation to perform minor food preparation duties as well as the serving and replenishing of food items during meal times. Scullery duties could also be performed. • Be flexible to the changing demands of the job and have the initiative to keep you proactive with additional cleaning activities. • Complete other tasks commensurate to your trade and skill level as directed by the central management team. • The ability to work alone and as part of a team with proven communication skills. • The ability to perform cleaning tasks with the use of mechanical floor cleaners and polishers with training. • To work up to an additional 5 hours of function/hospitality time throughout the academic year on official functions to assist with the schools hospitality commitments. • The requirement to work some weekends when required to do so to meet the operational requirements.



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Line management duties and responsibilities	<ul style="list-style-type: none">• To be responsible for the safe use of equipment including minor maintenance to vacuum cleaners.• The safe and economical use of chemicals in conjunction with COSHH Regulations and safety data sheets as well as the ability to maintain stock levels, store correctly and restock when required.• Contribute to the schools recycling programme by ensuring designated bins are utilised correctly, split rubbish where appropriate and the correct use of the compactor machines, with training.• Be responsible for a set of keys and the security of them.• If applicable, act as a supervisor for young staff in the evenings.

You may also be required to undertake such other comparable duties as the Headmaster or your line manager requires from time to time.



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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"> • City & Guilds 706/1 or NVQ equivalent in cleaning services. • Basic food hygiene certificate. • Health & Safety certificate. 	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
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"> • Proven ability in commercial cleaning. 	<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 school 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. • The ability to stay calm in an emergency. • 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 • emotional resilience in working with challenging behaviours (if applicable to role) • positive attitude to use of authority and maintaining discipline (if applicable to role) • 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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